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Office of the President

27 March 2009

MEMORANDUM CIRCULAR NO. 22

Series of 2009

- T O: All VSU Faculty and Staff**
- R E: Submission of New Statement of Assets, Liabilities & Net Worth (SALN)**

Please be reminded of the requirement that all government employees, whether regular or on temporary status of employment are required to submit yearly their statement of assets, liabilities and net worth. The schedule of filing are as follows:

1. For new employees – within 30 calendar days from assumption to office or earlier
2. For all other employees – not later than April 30 of every year. The cut off date is December 31 of the reporting period.
3. For separated employees – within 30 days after separation

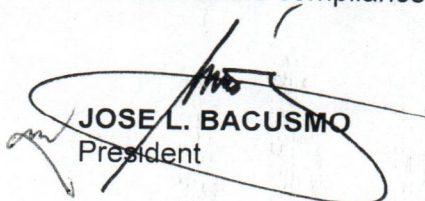
The SALN consist of two forms:

1. The **Baseline Declaration (BD)** – this is accomplished only once. New employees likewise accomplish this form within 30 days after assumption into office. Incumbent employees likewise are mandated to accomplish this form and submit on or before April 30, 2008, with December 31, 2007 as cut-off. Due to limited time to disseminate the requirement, SALN using the old form was still accepted last year. Thus, those who have not used the BD for December 31, 2007 are still required to submit their NSALC using the BD form.
2. The **Annual Declaration (AD)** – this must be accomplished every year and submitted on or every April 30 only for submission if an employees have already filed their BD last April 2008.

All regular VSU faculty and staff whether on permanent or temporary status are therefore reminded to submit their Statement of Asset, Liabilities and Net Worth using either the BD or AD forms, which ever is applicable. To reiterate, if you have not submitted your BD last April 2008, you have to file your SALN this year using the BD form. If you already have submitted a BD last April 2008, you should submit your SALN using the AD form.

The BD or AD should be submitted to the HRMDO on or before April 30, 2009.

For immediate compliance.


JOSE L. BACUSMO
President