

UNIVERSITY OF THE PHILIPPINES MANILA  
8<sup>th</sup> Floor, Central Block, PGH Building, Taft Avenue, Manila  
The Health Sciences Center



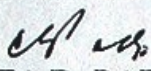

HRDO10005138

*Office of the Chancellor*

10 January 2017

MEMORANDUM NO. CCDP 2018- 009

TO : DEANS/DIRECTORS/HEADS  
Attention: Administrative Officers/Designees

FROM :   
CARMENCITA D. PADILLA, MD., MAHPS  
Chancellor 

SUBJECT : Submission of Statement of Assets, Liabilities and Net Worth  
(SALN) as of 31 December 2017

Officials and employees of the University are required to submit their Statement of Assets, Liabilities and Net Worth (SALN) as of 31 December 2017 to the Human Resource Development Office (HRDO) **on or before 15 February 2018.**

Please be guided by the following procedure:

1. Update SALN data in the HRIS Self-Service Module.
2. Print and sign 3 original copies.
3. Request for the signature of the unit/office head.
4. Submit to the HRDO thru the unit/office administrative officer.

Employees may request assistance with regard to online updating of SALN from the respective administrative officer/technical staff of the unit/office, if necessary.

For information, guidance and strict compliance.