





UNIVERSITY OF THE PHILIPPINES MANILA  
The Health Sciences Center

6 January 2022

MEMORANDUM NO. CCDP 2022- 003

TO : Deans, Directors and Heads of Offices

ATTENTION : Administrative Officers

FROM :   
Carmencita D. Padilla, MD, MAHPS  
Professor and Chancellor 

SUBJECT : Submission of Statement of Assets, Liabilities and Net Worth (SALN)

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All officials and employees of the University are required to submit their Statement of Assets, Liabilities and Net Worth (SALN) as of 31 December 2021.

Please be guided by the following procedure:

1. Update SALN data in the UIS Self-Service Module;
2. Print and sign three (3) original copies (A4 size bond paper); and
3. Submit to unit head for review and signature.

It is the responsibility of the Administrative Officer or designated SALN 2021 Focal Person to check the completeness of the SALN before submitting the consolidated copies to HRDO. An e-copy (**filename format: SALN 2021 of Last name, First name MI ex. SALN 2021 of Dela Cruz, Juan A.**) must also be uploaded to the assigned shared drive of the unit by the Administrative Officer or the designated Focal Person.

The deadline for submission of the 2021 SALN to HRDO will be **on or before 15 February 2022**. Please be reminded that non-submission of SALN is punishable by suspension of one (1) month and one (1) day to six (6) months for the first offense; and dismissal from the service for the second offense.

For further clarifications, please contact the HRDO at 88141228 or 88141229 or email Ms. Charmaine N. Aban at [cnaban@up.edu.ph](mailto:cnaban@up.edu.ph).

For information, guidance, and strict compliance.