



OFFICE OF THE UNIVERSITY PRESIDENT

**UNIVERSITY GUIDELINES ON THE FILING OF THE  
STATEMENT OF ASSETS, LIABILITIES AND NETWORTH**

1. These guidelines incorporate Section 8 (A) of Republic Act No. 6713, as well as CSC Memorandum Circular No. 2, series of 2013, as amended by CSC MC No. 3, series of 2015. The provisions of the foregoing are deemed incorporated into these guidelines.
2. The form to be used must be in accordance with that hereto attached as annex to this Memorandum
3. To be included are:
  - a. SALN
  - b. Disclosure of Business Interests and Financial Connections
  - c. Those of one's spouse
  - d. And those of one's unmarried children under eighteen (18).
4. Compliance must be before the 30<sup>th</sup> day of April of every year. Those who fail to file are granted a non-extendible period of thirty (30) days, and shall be so warned by the Review and Compliance Committee.
5. When the Review and Compliance Committee discovers incomplete data or when the employee discovers these, the employee is likewise given a non-extendible period of thirty (30) days within which to comply and complete the data required. Chairman of the Compliance Committee (Vice-President for Administration and Finance) or the University President issue the compliance order and it is their ministerial duty to do so.
6. Filer and Receiving Office:

Filer	Receiving Office
All University Executive Officials: President, VPs, CEOs, University Directors, and Heads of University Offices	VPAF's Office Through: Mr. Jose Antonio Miguel P. Aquino or Director Joel Daquioag
All Campus Officials	Office of the Campus Executive Officer
All employees of Central Administration	Human Resource Officer or Assistant
All employees of the campuses	Campus Coordinator for Administration



**VISION**  
Transforming lives  
by educating for the best

**MISSION**  
CSU is committed to transform the lives  
of people and communities through high  
quality instruction and innovative resear  
development, production and extensio



matatag, maginhawa at panatag na buhay



**OFFICE OF THE UNIVERSITY PRESIDENT**

---

7. Upon receipt and not later than five (5) days thereafter, the aforementioned receiving offices shall submit all documents of the Review and Compliance Committee.
8. Before May 15 of each year, the Review and Compliance Committee shall submit to the University President, copy furnished the Regional Office of the Civil Service Commission and the Office of the Ombudsman the following:
  - a. Those who filed SALNs with complete data
  - b. Those who filed with incomplete data
  - c. Those who did not file their SALNs, provided that in the latter case there is proof that the Committee ordered them to comply.
9. It will be the duty of the Secretariat of the Review and Compliance committee to furnish the Office of the Ombudsman and all relevant national offices with copies of the SALNs thus submitted.

In view of the availability online of SALN forms, the university will no longer disseminate hard copies thereof.

For strict compliance.

**URDUJAH ALVARADO TEJADA**  
President



**VISION**  
Transforming lives  
by educating for the best

**MISSION**  
CSU is committed to transform the lives  
of people and communities through high  
quality instruction and innovative research  
development, production and extension



matatag, maginhawa at panatag na buhay