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OFFICE OF THE UNIVERSITY PRESIDENT By: [Signature]

MEMORANDUM
OP-5004-MEMO-2021-09-092

TO: All Employees of the University

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

DATE: September 21, 2022

Please be informed on the guidelines of 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 30th day of April of every year. Those who fail to file are granted a non-extendible period of thirty (30) days, and shall be 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 Officials and Employees of Central Administration.	University Human Resource Office
All Campus Officials and Employees	Office of the Campus Executive Officer

7. Upon receipt and not later than five (5) days thereafter, the aforementioned receiving offices shall submit all documents to the Review and Compliance Committee.



VISION

CSU is a University with global stature in the arts, culture, agriculture and fisheries, the sciences and

MISSION

Cagayan State University shall produce globally competent graduates through excellent instruction, innovative and creative research, responsive public

CORE VALUES

Competence
Social Responsibility
Unifying Presence



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OFFICE OF THE UNIVERSITY PRESIDENT

8. Not later than May 15 of each year, the Review and Compliance Committee shall submit to the University President, copy furnished the Office of the Ombudsman the following:
 - a. Summary of Compliant per Campus
 - b. Summary of Non-Compliant per Campus
 - 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 if required.

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

For strict compliance.

URDUJAH G. ALVARADO
President



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