University of the Philippines

OFFICE OF THE PRESIDENT

ADMINISTRATIVE ORDER NO. PAJ 25-29

TO	:	Chair:	**ASST. PROF. RICHARD S. JAVIER** Assistant Vice President for Administration (Human Resource Development)
		Members:	**MS. ELOISA MARIE O. COMIA** System Human Resource Development Office
			MS. MA. AILENE B. ANGELES Office of Vice President for Administration
		Support Staff:	**MR. ALBERT G. ESGUERRA** Office of Vice President for Administration
SUBJECT	:		**CONSTITUTION OF THE 2024 SALN REVIEW AND COMPLIANCE COMMITTEE**
DATE	:		**18 March 2025**

You are hereby constituted as the Review and Compliance Committee for the 2024 Statement of Assets, Liabilities, and Net Worth (SALN) of UP System employees, with Assistant Vice President Richard S. Javier as Chair.

Your functions shall include the following:

1. Evaluation of submitted SALN forms to determine whether said statements have been properly accomplished.

    a. A SALN is deemed properly accomplished when all applicable information or details required therein are provided by the filer;
    b. Items not applicable to the filer should be marked as N/A (Not Applicable).

2. Submission of the following lists of employees in alphabetical order:

    a. Those who filed their SALNs; and
    b. Those who did not file their SALNs

    The above-mentioned lists shall be submitted to the Office of the Deputy Ombudsman **on or before 30 April 2025.**

3. Preparation of the Compliance Order for employees covered by No. 2b above.

As members of the Committee, you shall be entitled to Grade Level 1 Ad Hoc committee honoraria upon submission of the SALN report to the Office of the Deputy Ombudsman.

For your guidance and compliance.

ANGELO A. JIMENEZ
President

2F North Wing, Quezon Hall, UP Diliman, Quezon City 1101, Philippines
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UNIVERSITY OF THE PHILIPPINES
DILIMAN **QUEZON CITY**
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(632) 8981-8508
E-MAIL: chancellor.updiliman@up.edu.ph

OFFICE OF THE CHANCELLOR

3 February 2025

ADMINISTRATIVE ORDER NO. ECLV-25-020

TO : Mr. Rogelio T. Estrada, Jr. HRDO, Chairman
Mr. John Marck E. Orqueta, HRDO, Member
Ms. Judith C. Valdez, HRDO, Member
Mr. Allan D. Brosas, HRDO, Support Staff
Mr. Miguel Rufo L. Dumagoso, HRDO, Support Staff
Mr. Miguel Angelo O. Cortez, HRDO, Support Staff

SUBJECT : Reconstitution of the 2024 SALN Review and Compliance Committee

You are hereby reconstituted as the Review and Compliance Committee for the 2024 Statement of Assets, Liabilities and Net Worth (SALN) of UP Diliman officials and employees.

Your functions shall include the following:

1. Receive the SALN and evaluate if the same has been submitted on time, complete and in proper form.

   a. A SALN is deemed properly accomplished when all applicable information or details required therein are provided by the filer;
   b. Items not applicable to the filer should be marked with N/A (Not Applicable).

2. Submission of the following lists of employees in alphabetical order to the UP Diliman Chancellor on or before 30 May 2025:

   a. those who filed their SALNs with complete data;
   b. those who filed their SALNs but with incomplete data; and
   c. those who did not file their SALNs.

3. Preparation of the Compliance Order for employees covered by number 2b and 2c above.

4. Submission of the consolidated SALNs to the Office of the Deputy Ombudsman on or before 30 June 2025.

As a Committee, you shall be entitled to Grade Level 1 Adhoc committee honoraria upon submission of SALN report to the Chancellor.

For your compliance.

EDGARDO CARLO L. VISTAN, II
Chancellor

University of the Philippines
LOS BAÑOS

Office of the Chancellor

10 January 2024

ADMINISTRATIVE ORDER NO. 027
Series of 2024

TO : **Assoc. Prof. Rolando T. Bello** (Chair), OVCA
Assoc. Prof. Roderick C. Javar, HRDO
Mr. Ricardo Amiel V. Reveche, HRDO
Mr. Ammiel V. Talatala, HRDO
Mr. Jose Juel J. Baroña, HRDO
Ms. Mary Rose L. Avanzado, HRDO
Ms. Sherly I. Pineda, HRDO

SUBJECT : **SALN Review and Compliance Committee and Authority to Administer SALN Oath**

With **Assoc. Prof. Rolando T. Bello** as Chair, please constitute yourselves into the Statement of Assets, Liabilities, and Net Worth (SALN) Review and Compliance Committee effective 01 January 2024 until 31 December 2024, as required by the Civil Service Commission (CSC) Memorandum Circular No. 2, Series of 2013, issued on 24 January 2013, and CSC Resolution No. 1300455.

The review of the SALN filed by all UPLB staff covered by the requirement and reporting of compliance shall be in accordance with the procedure provided for in the CSC Memorandum Circular No. 10, Series of 2006.

In connection therewith, the authority to administer the SALN oath is hereby delegated to Assoc. Prof. Roderick C. Javar, Mr. Ricardo Amiel V. Reveche, Mr. Ammiel V. Talatala, and Mr. Jose Juel J. Baroña, Ms. Mary Rose L. Avanzado, and Ms. Sherly I. Pineda of the Human Resources Development Office.

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3/F Bienvenido M. Gonzalez Hall, University of the Philippines Los Baños
College, Batong Malake, Los Baños, 4031 Laguna, Philippines

Upon submission of the SALN report to the Office of the Deputy Ombudsman, you shall be entitled to Level 1 honoraria for *ad hoc* committee chair and members as provided in Memorandum No. CGCG 05-06 issued by the Office of the Vice President for Administration on 01 September 2005 implementing the new honoraria rates approved by the Board of Regents during its 1199th meeting on 26 August 2005.

Thank you for your usual support and cooperation.

JOSE V. CAMACHO, JR.
Chancellor

cc: Accounting Office
BMO
RMO

Office of the Chancellor
UNIVERSITY OF THE PHILIPPINES MANILA
The Health Sciences Center
8/F Philippine General Hospital Complex, Taft Avenue, Manila 1000, Philippines
Tel. no. (632) 8814 1203 to 1205 | Email: upm-oc@up.edu.ph

21 January 2025

ADMINISTRATIVE ORDER NO. CMLT-2025-025

TO : Vice Chancellor Johanna Patricia A. Cañal, OVCAF, Chair
Mr. Jorel A. Manalo, HRDO, Co-Chair
Ms. Rizza D. Florentino, CAMP
Ms. Lucia L. Juguan, CM
Ms. Majencia L. Guce, CP
Ms. Anna Marie R. Demeterio, CPH
Ms. Essa Rona R. Tuble, SPMO
Ms. Maria Elizabeth D. Ladeza, HRDO
Ms. Ariadne Pearl P. Cruzado, HRDO, Secretary

THROUGH : The Respective Deans, Directors, and Heads of Offices/Units

SUBJECT : **Constitution of the Statement of Assets, Liabilities and Net Worth (SALN) 2024 Review and Compliance Committee**

The Statement of Assets, Liabilities, and Net Worth (SALN) 2024 Review and Compliance Committee is hereby constituted, with Vice Chancellor Johanna Patricia A. Cañal as Chair and Mr. Jorel A. Manalo as Co-chair.

The Committee is tasked to evaluate and determine the compliance of each employee/declarant with the following:

1. Prompt submission (on or before the deadline)
2. Use of proper/prescribed SALN form
3. Completeness of information supplied

This assignment entitles the Committee to an honorarium authorized for an Ad Hoc Committee (Level 1), subject to the usual government and University rules and regulations.

Please submit your report to the Office of the Chancellor on or before **30 April 2025**.

Dr. Michael L. Tee
Professor and Chancellor

CERTIFICATION INTERNATIONAL
ISO 9001:2015

UNIVERSITY OF THE PHILIPPINES VISAYAS
OFFICE OF THE CHANCELLOR

10 February 2025

ADMINISTRATIVE ORDER NO. CCC 2025-086

TO : **All Concerned**

SUBJECT : **Reconstitution of the Review and Compliance Committee (RCC) to Evaluate the Submitted Statement of Assets, Liabilities and Net Worth (SALN) as of 31 December 2024**

x----------x

The following are hereby appointed Chair and Members of the SALN Review and Compliance Committee (RCC) with their respective office/unit assignment indicated opposite their names:

Persons Responsible	Designation	Office/Unit Assignment
Ms. Ella O. Tidon	Chair	
Ms. Angelie N. Silla	Member	• SOTECH • OC, Iloilo City Liaison Office, Budget Office, IPO, Legal Office, OAR, OICA, *Pahinungod* Office, DLO • HRDO, SPSO, SSF
Ms. Ma. Teresa P. Gabon	Member	College of Fisheries and Ocean Sciences (CFOS)– Dean's Office, Office of the College Secretary, IA (including BAC), IFPDS, IFPT, IMFO, Museum
Ms. Ma. Susan C. Otero	Member	College of Arts and Sciences (CAS)
Ms. Geraldine V. Camandillo	Member	College of Management (CM)
Mr. Marvin M. Murata	Member	Office of Student Affairs (OSA)
Ms. Sharon Rose G. Niog	Member	OVCA, ASO, Cash Office, DIC, HSU
Ms. Charito G. Gavadan	Member	OVCAA, Library Services, NSTP, TLRC, Graduate School, OUR
Ms. Maria Rotsen A. Cayanan	Member	OVCRE, GDP, NIMBB, OCEP, PGC Visayas, RRC, SWF, TTBDO
Ms. Mybelle G. Zulueta	Member	OVCPD, SDRP, SARP
Ms. Melany T. Calcaben	Member	Campus Development and Maintenance Office (CDMO) and SWUS
Ms. Elma A. Sazon	Member	Accounting Services Office

New Administration Building, UPV Campus, Miagao, Iloilo
Telefax: (033) 315-9378 Trunklines: (033) 315-9631 to 32; 508-4164 to 65 - Local 102 & 103
Email: oc.upvisayas@up.edu.ph

As RCC Members, you are tasked to carry out the following:

a) Guide employees on how to update/accomplish their SALNs as of 31 December 2024 using the prescribed SALN Form (MS Excel);
b) Evaluate whether employees assigned to you have provided all the information required in the SALN form;
c) Issue a **written notice of compliance,** through email, to the employee(s) concerned when their SALNs are not properly and/or not completely accomplished within 3 days upon receipt. Please furnish HRDO with a copy of the notice;
d) Submit to HRDO only those SALNs that are fully compliant with the guidelines; and
e) Ensure that all SALNs are **submitted on time.**

For your information and guidance.

CLEMENT C. CAMPOSANO
Chancellor

cc: HRDO

CCC/EOT/lmjs

OFFICE OF THE CHANCELLOR
UNIVERSITY OF THE PHILIPPINES
OPEN UNIVERSITY

Los Baños, Laguna 4031
(6349) 536 6001 to 6006 loc 702, 800; 536-6016

10 August 2022

Administrative Order No.: CMDPB 2022-094
Series of 2022

TO : **Vice Chancellor for Finance and Administration**
Chief Administrative Officer, HRDO
Chief Administrative Officer, Budget Office

SUBJECT : **SWORN STATEMENT OF ASSETS, LIABILITIES AND NETWORTH (SALN) COMPLIANCE AND MONITORING COMMITTEE**

With the Vice Chancellor for Finance and Administration as Chair, you are hereby appointed as members of the Statement of Assets, Liabilities and Networth (SALN) Compliance and Monitoring Committee in compliance with CSC Memorandum Circulars No. 10 series of 2006 and No. 19 series 2011 effective 10 August 2022.

The Committee shall evaluate the SALN Form submitted to determine whether it was submitted on time, accomplished completely and proper in form.

Thank you for your usual cooperation.

MELINDA DP. BANDALARIA
Chancellor

OFFICE OF THE CHANCELLOR
UNIVERSITY OF THE PHILIPPINES MINDANAO

Administration Building, Mintal, Davao City 8022, Philippines
T: +63939-984-3374 E: oc.upmindanao@up.edu.ph

01 February 2023

ADMINISTRATIVE ORDER NO. LAEM 2023-061

TO : **MS. LYNDA A. BUENAOBRA**, HRDO Chief – Chair
MS. CYNTHIA D. BUQUIA – Member
MR. MICHAEL A. GATELA – Member
MS. ARLENE C. GUMAPAC – Support Staff

FROM : **PROF. LYRE ANNI E. MURAO, PhD**
Chancellor

SUBJECT : **University SALN Review and Compliance Committee**

With HRDO Chief Lynda A. Buenaobra as chair, please constitute yourselves into the University SALN Review and Compliance Committee for the submission of SALN, effective 01 February 2023.

Your committee is tasked to review all SALN submissions in accordance with the procedure in filing and submission of SALNs pursuant to CSC Memorandum Circular No. 10, series of 2016 (as amended by CSC Resolution No. 1300455, promulgated on 04 March 2013).

Please submit your report after the conduct of the review.

Thank you for your kind cooperation. Warm regards.

OFFICE OF THE CHANCELLOR
UNIVERSITY OF THE PHILIPPINES BAGUIO

Iskolar ng Bayan Bldg., University of the Philippines Baguio, Baguio City 2600 Philippines
Telefax: (+63) 74 442 3888 Email: oc.upbaguio@up.edu.ph

MEMORANDUM NO. CJMA 2025-035

TO : **VCA JERICO B. BACANI, Dr. rer. nat.,** Chairperson
Asst. Prof. MARIA ANA B. DIAZ, Member (HRDO Chief)
Atty. PAULO M. BAUTISTA, Member (Legal Officer IV)
Ms. LADY ANN S. LOPEZ, Secretariat/ Recorder

SUBJECT : **Reconstitution of the UP Baguio Statement of Assets, Liabilities, and Net Worth (SALN) Review and Compliance Committee**

FROM : **Chancellor JOEL M. ADDAWE**

DATE : 30 January 2025

In the interest of service and pursuant to CSC Resolution No. 1300455 promulgated on 04 March 2013, the **Statement of Assets, Liabilities, and Net Worth (SALN) Review and Compliance Committee** is hereby reconstituted effective 15 January 2025 until 30 May 2027 with VCA Jerico B. Bacani, Dr. rer. nat. as the Committee Chairperson.

The Committee will have the following functions:

1. Authorize and designate the UP Baguio Human Resource Development Office (HRDO) to receive accomplished SALNs from employees;

2. Evaluate the accomplished SALN of employees if the same has been submitted on time, complete, and in proper form;

3. Prepare a list of the employees in alphabetical order:
   - Those who filed their SALNs with complete data;
   - Those who filed their SALNs but with incomplete data; and,
   - Those who did not file their SALNs.

4. Sign the Certification of Compliance as required by the Civil Service Commission (CSC) together with the Head of the Agency; for UP Baguio's setting, the Chancellor.

The Committee shall be guided by R.A. No. 6713 otherwise known as the ***Code of Conduct and Ethical Standards for Public Officials and Employees***, and pertinent CSC rules and regulations on the form and submission of SALN. The committee shall be entitled to **Grade Level 1 *Ad hoc* Committee entitlements** (1199th BOR Meeting dated 26 August 2005) upon submission of the SALN Report to the Office of the Ombudsman.

Thank you for your usual cooperation.

cc: All Offices

OFFICE OF THE CHANCELLOR
UNIVERSITY OF THE PHILIPPINES CEBU
Admin Building Gorordo Ave., Lahug, Cebu City
232-8187 (103) | oc.upcebu@up.edu.ph

14 February 2025

MEMORANDUM NO. CLM-2025-006

TO : **Ms. Jae Mari D. Magdadaro (Chair), HRDO**
: **Ms. Marie Fe G. Lisondra, HRDO**
: **Mr. Z. Marie M. Dizon, HRDO**
: **Ms. Eugenie Bastinen, OVCA**

CC : **OVCA, HRDO**

FROM : **LEO B. MALAGAR**
Chancellor, UP Cebu

SUBJECT : **Constitution of the 2024 SALN Review, SALN Compliance Committee, and Authority to Administer SALN Oath**

With **Ms. Jae Mari D. Magdadaro** as Chair, please constitute yourselves as the **Statement of Assets and Liabilities, and Net Worth (SALN) Review and Compliance Committee** to adopt the Civil Service Commission (CSC) Guidelines in the Review and Compliance procedure in the filing and submission of the SALN.

Specifically, your committee shall receive the SALN and evaluate if it has been submitted on time with complete data using the proper form. You will prepare a list of the following employees in alphabetical order to the head of the agency and copy furnish the CSC on or before the required date of submission or 30 April of every year:

a. *Those who filed their SALNs with complete data;*
b. *Those who filed their SALNs but with incomplete data; and*
c. *Those who did not file their SALNs.*

In connection therewith, the authority to administer the SALN oath is hereby delegated to **Ms. Jae Mari Magdadaro** of the HRDO.

Thank you for your usual support and cooperation.

UNIVERSITY OF THE PHILIPPINES
TACLOBAN COLLEGE
Magsaysay Boulevard cor. Sto. Niño Ext., Tacloban City 6500, Philippines

OFFICE OF THE DEAN

23 January 2025

Administrative Order No. PBA-2025-6

To: **All Concerned**

Subject: **Constitution of the 2025 UPTC Statement of Assets and Liabilities and Net Worth (SALN) Review and Compliance Committee (RCC)**

The UP Tacloban College SALN Review and Compliance Committee (RCC) is hereby constituted with the following as chairperson and members:

Person Responsible	Designation	Office/Unit Assignment
Ms. Maria Edna G. Sevilla	Chairperson	
Ms. Rachel J. Pabro	Member	Division of Humanities
Ms. Edwin M. Beloy	Member	Division of Social Sciences
Ms. Jea Athena L. Elizan	Member	Division of Natural Sciences and Mathematics
Ms. Charisse Monica T. Quiza	Member	Division of Management
Mr. Pablo U. Bonida	Member	College Library, Teaching and Learning Resource Center, Office of Student Affairs, Health Services Unit, Leyte-Samar Heritage Center, Ugnayan ng Pahinungod, Information Office, Supply & Property Management Office, Human Resource Development Office
Ms. Debbie Rowena B. Relles	Member	Accounting Office, Budget Office, Cash Office, Office of the College Secretary, Office of the Dean, Office of the System Administrator, Security Services Office
Mr. Telesforo S. Sales	Member	Campus Development and Maintenance Office

The SALN Review and Compliance Committee (RCC) shall:

a) Issue guides and reminders related to the preparation and submission of the SALN;
b) Guide employees on how to prepare their SALN as of 31 December 2024 using the prescribed template;
c) Evaluate whether employees have provided all information required in the SALN form;
d) Notify in writing employee(s) whose SALNs are not properly and completely accomplished; and

e) Ensure that all SALNs are submitted on time to the HRDO.

The RCC members shall:

a) Gather hard/printed copies of the SALNs of all employees (faculty and staff);
b) Review and evaluate whether employees assigned to you have provided all the information required in the SALN form;
c) Forward to the RCC for final review.

Thank you.

PATRICIA B. ARINTO
Dean

Cc: The Associate Dean for Administration
All Academic and Administrative Unit Heads

PHILIPPINE GENERAL HOSPITAL
The National University Hospital
University of the Philippines Manila
Taft Avenue, Manila

PHIC - Accredited Health Care Provider
ISO 9001: Certified

01 March 2018

ADMINISTRATIVE ORDER NO. 2018-18A

SUBJECT: CREATION OF THE PGH SALN REVIEW AND COMPLIANCE COMMITTEE

Pursuant to CSC Resolution Number 1300455 dated March 4, 2013 (Review and Compliance Committee for the Statement of Assets, Liabilities and Net Worth), the PGH SALN Review and Compliance Committee is hereby constituted to be composed of the following:

Chairperson	- Deputy Director for Administration
Member	- Head, Human Resource Development Division
Member	- Head, HRDD Benefits/Welfare and Records Section

This Committee shall determine whether the Statement of Assets, Liabilities and Net Worth (SALN) submitted by each official and employee of PGH has been submitted on time, complete and in proper form, and render opinion interpreting the provisions on review and compliance procedure in the filing thereof.

This Administrative Order shall take effect immediately and shall be enforced until revoked.

GERARDO D. LEGASPI, M.D.
Director