

UNIVERSITY OF THE PHILIPPINES LOS BAÑOS  
College, Laguna, Philippines 4031

OFFICE OF THE CHANCELLOR

23 January 2019

ADMINISTRATIVE ORDER NO. 038  
*Series of 2019*

TO : **Dr. Crisanto A. Dorado** (Chair), OVCA  
**Prof. Nelson Jose Vincent B. Querijero**, HRDO  
**Ms. Joan E. Mendoza**, Accounting Office  
**Mr. Ammiel V. Talatala**, AUPWU  
(Thru your respective unit heads)

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

With **Dr. Crisanto A. Dorado** as Chair, please constitute yourselves into the Statement of Assets, Liabilities, and Net Worth (SALN) Review and Compliance Committee effective 01 January 2019 to 31 December 2019, 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 requirement and reporting of compliance shall be in accordance with the procedure provided for in the *CSC Memorandum Circular No. 10 Series of 2006*.

The deadline for filing the SALN using the revised SALN form in three (3) copies with the Human Resources Development Office (HRDO) based on the Office of the Chancellor Memorandum No. 002 Series of 2019 is on 01 February 2019. In connection therewith, the authority to administer the SALN oath is hereby delegated to Prof. Nelson Jose Vincent B. Querijero, Ms. Bernadette B. Biruar, and Ms. Irene A. Sale of the HRDO.

Thank you for your usual support and cooperation.



**ADELIZA A. DORADO**  
Associate Professor  
and Officer-in-Charge

cc: HRDO  
RMO