



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT



Republic of the Philippines
Polytechnic University of the Philippines
HUMAN RESOURCE MANAGEMENT DEPARTMENT
Sta. Mesa, Manila

MEMORANDUM

FOR : President, Executive Vice-President, All Vice-President,
All Deans and Campus Directors

SUBJECT : Revised Forms of the Civil Service Commission (CSC)

DATE : January 12, 2018

In reference to CSC Resolution No. 1703009 dated June 16, 2017, adopts and promulgates the 2017 Omnibus Rules on Appointment and Other Human Resource Action to govern the preparation, submission of, and actions to be taken on appointments and other human resource movements effective January of 2018.

In this regard, please be informed of the CSC revised copy of Oath of Office, Position Description Form, Clearance Form, Certificate of Assumption to Duty and Medical Certificate.

Please be informed further that within thirty (30) calendar days upon signing by the University President of the appointment papers of the concerned Faculty Member/Administrative Official or Employee, he/she must submit Oath of Office and Certificate of Assumption to Duty, the same shall be submitted to the CSC. Appointment shall be revoked by the CSC if the said documents are not submitted within the deadline.

Attached herewith is the revised copy of the said forms for your information and guidance.

Respectfully yours,


ADAM V. TAMILO
Director



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
 COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT



Republic of the Philippines
POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
 Sta. Mesa, Manila

CERTIFICATION OF COMPLIANCE
SALN Submission/Filing

This certifies that the Polytechnic University of the Philippines fully satisfies the Statement of Assets, Liabilities and Networth (SALN) requirements of the Performance-Based Incentive System for Fiscal Year 2017. Pursuant to Rule VIII of the Rules Implementing the Code of Conduct and Ethical Standards for Public Officials and Employees, as amended by CSC Resolution No. 06-0231 dated February 1, 2006 (re: establishment of a standard review and compliance procedure for the review of SALN), a Review and Compliance Committee is composed of a Chairman and two (2) Members who shall evaluate the SALN Form submitted to determine whether it was submitted on time, accomplished completely and proper in form.

This also attest that all submission of the agency concerned has substantially complied with the minimum requisites for content and formalities prescribed under Republic Act 6733 and its implementing Rules and Regulations, which are as follows:

- a. Basic Information
- b. Assets (Real Properties and Personal Properties)
- c. Liabilities
- d. Networth
- e. Financial Connections and Business Interests
- f. Relatives in the Government

This further certifies that out of 1,422 employees qualified for PBS under the 2017 PBS Guidelines, 1,422 employees have completed and filed their SALN for the year 2017 as reflected below:

OFFICE	NO. OF EMPLOYEES	NO. OF EMPLOYEES WITH DULY ACCOMPLISHED AND SUBMITTED SALN	PERCENTAGE OF COMPLIANCE (%)
PUP Main Campus	1,123	1,123	100%
Calauan Campus	5	5	100%
Sto. Tomas Campus	41	41	100%
San Pedro Campus	7	7	100%
Taguig Campus	33	33	100%
Sta. Rosa Campus	18	18	100%
Bataan Campus	30	30	100%
Lopez, Quezon Campus	44	44	100%
Cabiao Campus	3	3	100%
Paralague Campus	3	3	100%
San Juan Campus	7	7	100%
Bifon Campus	7	7	100%
Sablayan Campus	2	2	100%
Quezon City Campus	36	36	100%
Maragondon Campus	30	30	100%

1st Floor South Wing, PUP 4, Malibon Campus, Anonas Street, Sta. Mesa, Manila. Phone: (Direct Line) 726-4234/335-1754
 (Toll-Free) 335-1757/335-1777 (Local) 02-8161-1111; website: www.pup.edu.ph; e-mail: info@pup.edu.ph

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Republic of the Philippines
POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
 Sta. Mesa, Manila

Mulinyay Campus	13	13	100%
Ragay Campus	20	20	100%

The agency has forwarded/Filed all SA/As with the appropriate entity (i.e., Ombudsman in the case of the President, Vice President and Constitutional Officials, etc.) in accordance with RA 6713 and its implementing rules and regulations.

IN WITNESS WHEREOF, we have hereunto affixed our signatures on the 1st day of December, 2017 at Sta. Mesa, Manila, Philippines.


RUPERTO D. CARPIO, JR.
 Member


ADAM V. RAMILO, MSR
 Member


DR. EMANUEL C. DE GUZMAN
 Chairman

Office: Office of the Chair, Computer Engineering Department, Sta. Mesa, Manila. Phone: (632) 8713-5968 | Fax: (632) 8713-5969
 E-mail: dcoe_chair@pup.edu.ph | Website: www.pup.edu.ph

"THE COUNTRY'S 1st POLYTECHNIC UP"



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT



Republic of the Philippines
POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
Office of the Vice President for Administration
HUMAN RESOURCE MANAGEMENT DEPARTMENT

OFFICE FILE

CERTIFICATION

Submitted for processing
JUN 26 2018
11:02
11/10

This is to certify that the following official/employees of the University have submitted their Statement of Assets, Liabilities and Networth and Disclosure of Business Interest and Financial Connections for the year 2017 as required under Section 8 of Republic Act No. 6713 as implemented by Memorandum Circular issued by the Office of the Ombudsman on June 21, 1995.

Name of Official/Employee (see attached list)	Designation/Position (see attached list)

PUP MANILA - April 17, 2018
(Place and Date of Issuance)

JOANNA MARIE S. LIAO
Director, Human Resource Management Department

SUBSCRIBED AND SWORN to before me this 17th day of April, 2018
at Sta. Mesa, Manila.

ADAM V. RAMILO
Vice President for Administration

1st Floor Building, PUP A. Mabini Campus, Alabang, Muntinlupa, Metro Manila 1400194, (Phone) (02) 8713-1174 to 781944
(02) 8713-3000 ext. 2222 (HRM), 2223 (HRM) or 2224 (HRM) • Fax: (02) 8713-1122

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Republic of the Philippines
POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
Office of the Vice President for Administration
HUMAN RESOURCE MANAGEMENT DEPARTMENT

April 17, 2018

CONCHITA CARPIO MORALES
Office of the Ombudsman
North Triangle, Diliman
Quezon City 1101

Madam:

As required by R.A. 6713, we are respectfully submitting the Masterlist of faculty members and administrative employees of Polytechnic University of the Philippines as of December 31, 2017, shown below:

REGION	NO. OF EMPLOYEES
NCR	824
REGION III, CENTRAL LUZON	28
REGION IV-A, CALABARZON	136
REGION IV-B, MIMAROPA	4
REGION V, BICOL	13

Respectfully yours,


ADAN V. TRAMBULO
Vice President for Administration

1101 North Triangle, Diliman, Quezon City 1101, Philippines | Contact Us: (632) 8713-5968 | Fax: (632) 8713-5969 | Email: info@pu.edu.ph

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Republic of the Philippines
POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
OFFICE OF THE PRESIDENT

MEMORANDUM ORDER
No. 003, Series of 2018

TO : ALL ADMINISTRATIVE/ACADEMIC OFFICIALS AND EMPLOYEES

SUBJECT: DECLARATION OF ASSETS, LIABILITIES, AND NETWORTH AS OF DECEMBER 31, 2017

REFERENCE: REPUBLIC ACT NO. 6713; CODE OF CONDUCT OF PUBLIC OFFICIALS AND EMPLOYEES

DATE : January 23, 2018

All University officials, faculty members and administrative staff are enjoined to submit under oath of his/her **Declaration of Assets, Liabilities and Networth as of December 31, 2017** to the Human Resource Management Department (HRMD) on or before **February 23, 2018**.

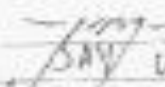
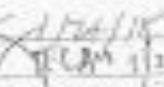


Attached forms shall be accomplished and submitted in **triplicate**. Original copy will be submitted to the Office of the Ombudsman, duplicate copy for safekeeping in the original record of employee (201 file), and the last copy to be retained by the filer.

For strict compliance.


EMANUEL C. DE GUZMAN, PhD
President

2nd Floor South Wing, PUP, Main - Cross-Corridor Street, Sta. Mesa, Manila, Metro Manila (Dist. 1004) 110-1145, Telefax: 1101844
(Work Line) 881-11082 to 881-11021808/809/810/811 website: www.pup.edu.ph e-mail: gco@pup.edu.ph

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O. College of Political Science and Public Administration		
P. College of Social Science and Development		

Off. South Wing Main Building A, Sta. Mesa Campus, Anonas Street, Sta. Mesa, Manila, Philippines 1101
Telephone: (Work Line) 718-4024, (Work Line) 718-7622 to 40 local 260092445 | e-mail: (888)88.88222

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OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION
HUMAN RESOURCE MANAGEMENT DEPARTMENT

RECEIVING COPY

MEMO: Statement of Assets and Liabilities and Net Worth (SALN) as of December 2017

Office:	Received by:
I. Office of the President	
A. University Board Secretary	11/25/18
B. Communication Management Office	4/29/18
1. Creative Media Services	
2. Media Relations Services	
C. Internal Audit Office	
D. University Legal Counsel Office	
E. Special Programs and Projects Office	
F. Sports Development Program Office	
G. Alumni Relations Office	
H. Community Relations and Extension for Development Office	
I. Bids and Awards Committee	
J. Safety and Security Services	
II. Office of the Executive Vice President	
A. Open University System	
B. Office of International Affairs	
C. Institute for Continuing Professional Development	
D. Office of the ETEEAP, Non-Traditional Education	
III. Office of the Vice President for Academic Affairs	
A. Quality Assurance Center	
B. National Service Training Program Office	
C. Graduate School	
D. College of Law	
E. College of Accountancy and Finance	
F. College of Science	
G. College of Architecture and Fine Arts	
H. College of Arts and Letters	
I. College of Business Administration	
J. College of Communication	
K. College of Computer and Information Sciences	
L. College of Engineering	
M. College of Education	
N. College of Human Kinetics	
O. College of Political Science and Public Administration	
P. College of Social Science and Development	

117 South Wing Main Building, A. Mical Campus Avenue Street, Sta. Mesa, Manila, Philippines 1015
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OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION
HUMAN RESOURCE MANAGEMENT DEPARTMENT

Q. College of Tourism, Hospitality and Transportation Management	Sally Jofeta 1-24-18
R. Institute of Technology	1/25/18
S. Library and Learning Resources Center	Calderon 1/25/18

IV. Office of the Vice President for Research, Extension, Planning and Development	1/25/18
IV A. Research and Extension Management Department	1/24/18
IV B. Institute of Cultural Studies	1/24/18
IV C. Institute for Science and Technology Research	1/24/18
IV D. Institutional Planning Office	1/24/18
IV E. Institute for Data and Statistical Analysis	1/24/18
IV F. Publication Office	1/24/18
IV G. University Printing Press Office	1/24/18
IV H. Institute for Social Sciences and Development	1/24/18

V. Office of the Vice President for Administration	1-25-18
A. Human Resource Management Department	
B. General Services Office	1-24-18
Transportation and Motor Pool Section	1/24/18
University Canteen Services	1/24/18 3:00 PM
C. Medical Services Department	
D. Central Records Section	1-24-18
E. Procurement Office	1/24/18
F. Assets Management Office	1-24-18
G. Campus Development and Maintenance Office	1-24-18
H. Physical Planning and Development Office	1-24-18 2:30 pm

VI. Office of the Vice President for Finance	1/22/18
A. Provident Fund Office	
B. Accounting Department	1/24/18
1. General Accounting Section	1/24/18
2. Students Records Section	1/24/18
3. Payroll Section	1/24/18
4. Branch / Campus Accounting Section	
C. Budget Services Office	1/25/18
D. Fund Management Office	1/24/18
E. Resource Generation Office	1/24/18

VII. Office of the Vice President for Student Services	1/25/18
A. Office of the University Registrar	1/24/18
1. Admission Services	1/24/18
2. Student Records Services	1/24/18
B. Office of the Student Services	1/24/18
1. Scholarship and Financial Assistance Services	1/24/18
2. Guidance, Counseling and Testing Services	1/24/18

UP South Wing Main Building A, Metro Campus Anonas Street, Sta. Mesa, Manila, Philippines 1015
 Telephone: (02) 8713-1100 / 1101 / 1102 / 1103 / 1104 / 1105 / 1106 / 1107 / 1108 / 1109 / 1110 / 1111 / 1112 / 1113 / 1114 / 1115 / 1116 / 1117 / 1118 / 1119 / 1120 / 1121 / 1122 / 1123 / 1124 / 1125 / 1126 / 1127 / 1128 / 1129 / 1130 / 1131 / 1132 / 1133 / 1134 / 1135 / 1136 / 1137 / 1138 / 1139 / 1140 / 1141 / 1142 / 1143 / 1144 / 1145 / 1146 / 1147 / 1148 / 1149 / 1150 / 1151 / 1152 / 1153 / 1154 / 1155 / 1156 / 1157 / 1158 / 1159 / 1160 / 1161 / 1162 / 1163 / 1164 / 1165 / 1166 / 1167 / 1168 / 1169 / 1170 / 1171 / 1172 / 1173 / 1174 / 1175 / 1176 / 1177 / 1178 / 1179 / 1180 / 1181 / 1182 / 1183 / 1184 / 1185 / 1186 / 1187 / 1188 / 1189 / 1190 / 1191 / 1192 / 1193 / 1194 / 1195 / 1196 / 1197 / 1198 / 1199 / 1200

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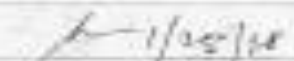


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OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION
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1st A. Career Development and Placement Services B. Student Affairs C. University Center for Culture and the Arts	 1/24/18
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VIII. Office of the Vice President for Branches and Campuses	 1/25/18
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III LABORATORY HIGH SCHOOL

REMARK: *1. k.f*
 1-24-18

IV SENIOR HIGH SCHOOL

Alvin 2018 - 24-January

Administrative Office

Grading

OP South, West Block, Station 2, Middle Campus, Anonas Street, Sta. Mesa, Manila, Philippines 1015
 Telephone: (63) 02 778-4032 | Telefax: (63) 02 778-8027 to 45 | Email: hrm@pu.edu.ph

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