



Republic of the Philippines
Iloilo Science and Technology University
Burgos St., La Paz, Iloilo City, 5000 Philippines
Trunkline: (+6333) 320-7190 | Telefax: (+6333) 329-4274
<https://www.isatu.edu.ph/>
mail@isatu.edu.ph

OFFICE OF THE UNIVERSITY PRESIDENT

OFFICE MEMORANDUM
No. 18, s. 2025

DATE : JANUARY 13, 2025

TO : ALL PERMANENT FACULTY AND ADMINISTRATIVE PERSONNEL

SUBJECT : SUBMISSION OF STATEMENT OF ASSETS, LIABILITIES, AND NET WORTH (SALN) AS OF DECEMBER 31, 2024

1. Republic Act 6713 requires all government employees to submit their Statement of Assets, Liabilities, and Net Worth (SALN) as of December 31, 2024. In this connection, you are hereby directed to submit your SALN, in triplicate, to the Human Resource Management Office on or before **February 10, 2025**.
2. You may secure the SALN form from the HRMO or download it from CSC website (Revised as of January 2015 per CSC Resolution No. 1500088 Promulgated on January 23, 2015).
3. All three (3) copies must be **completely filled out** and **originally signed** by the **declarant and his/her spouse**. Write N/A for any items that are not applicable.
4. Print single-sided on a long-sized bond paper.
5. Campus Administrators, Deans, and Directors shall ensure wide dissemination of this Office Memorandum.
6. For your information, guidance, and compliance.

GABRIEL M. SALISTRE, JR., PEE, DIT
SUC President III

HRMO: NJA/1-13-25

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OFFICE OF THE UNIVERSITY PRESIDENT

**ADMINISTRATIVE ORDER
No. 24, s. 2025**

DATE : FEBRUARY 12, 2025
TO : ALL CONCERNED
SUBJECT : CREATION OF THE 2024 STATEMENT OF ASSETS, LIABILITIES, AND NET WORTH (SALN) REVIEW AND COMPLIANCE COMMITTEE OF THE UNIVERSITY

1. In accordance with Civil Service Commission (CSC) Circular No. 10, s. 2016 on Review and Compliance Procedure in the filing and submission of Statement of Assets, Liabilities, and Net Worth (SALN) and Disclosure of Business Interests and Financial Connections, and CSC Resolution No. 1300455 dated March 4, 2006 on the Review and Compliance Committee for the SALN, the SALN Review and Compliance Committee of the University is hereby created with the following composition:

MRS. ENIEDA G. CORONA Director, Administrative Services	-	Chairperson
DR. PACIFICO N. SENADOR Faculty, College of Industrial Technology	-	Member
DR. JOEL A. CIRIACO Dean, College of Education	-	Member
DR. JASPER L. PASTRANO Faculty, College of Arts & Sciences	-	Member
ENGR. ALBERT Z. JANAPON Faculty, College of Architecture & Engineering	-	Member
MS. NELFA S. AMPATUAN Supervising Administrative Officer Concurrent Acting HRMO Unit Head	-	Member
MS. ADELAIDA T. TABUD Administrative Officer IV	-	Member

2. As a Committee, you shall perform the following duties and responsibilities:
- 2.1 Check the completeness of the Sworn Statement of Assets, Liabilities, and Net Worth (SALN) submitted by officials and employees as of December 31, 2024;
 - 2.2 Prepare a list of SALN filers and non-filers; and
 - 2.3 Recommend upon which the undersigned shall issue a Compliance Order, as the case may be.

3. For information, guidance, and compliance of all concerned.

GABRIEL M. SALISTRE, JR., PEE, DIT
SUC President III

Admin: EGC/02-12-25

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OFFICE OF THE ADMINISTRATIVE SERVICES

NOTICE OF MEETING

DATE : FEBRUARY 14, 2025

**TO : MS. NELFA J. AMPATUAN
DR. PACIFICO N. SENADOR
DR. JOEL A. CIRIACO
DR. JASPER L. PASTRANO
ENGR. ALBERT Z. JANAPON
MS. ADELAIDA T. TABUD**

SUBJECT : 2024 STATEMENT OF ASSETS, LIABILITIES, AND NET WORTH (SALN) REVIEW

Please come for the review of SALN as of December 31, 2024, on February 26, 2025, at 1:30 PM at the Administration Office Conference Room.

- Check the completeness of the Sworn Statement of Assets, Liabilities, and Net Worth (SALN) submitted by officials and employees as of December 31, 2024;
- Prepare a list of SALN filers and non-filers; and

For your information and guidance.


ENIEDA G. CORONA
Chairman, SALN Review and
Compliance Committee



OFFICE OF THE UNIVERSITY PRESIDENT

OFFICE MEMORANDUM
Unnumbered

DATE : FEBRUARY 12, 2025

TO : DIR. ENIEDA G. CORONA
Chief Administrative Officer
Iloilo City Campus

-K6d 2/13

SUBJECT : AUTHORITY TO ADMINISTER OATH FOR STATEMENTS OF ASSETS, LIABILITIES,
AND NET WORTH (SALN)

1. You are hereby authorized to administer oath for Statements of Assets, Liabilities, and Net Worth (SALN) as of December 31, 2024 submitted by the faculty and administrative personnel of ISAT University – Iloilo City Campus, in compliance with Republic Act No. 6713 or the Code of Conduct and Ethical Standards for Public Officials and Employees.
2. For your guidance and compliance.

GABRIEL M. SALISTRE, JR., PEE, DIT
SUC President III

Admin/HR: EGC/02-12-2025

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OFFICE OF THE UNIVERSITY PRESIDENT

OFFICE MEMORANDUM Unnumbered

DATE : JANUARY 20, 2025

TO : **MRS. MARIA LUISA N. EIMAN**
Administrative Officer V
Miagao Campus

SUBJECT : **AUTHORITY TO ADMINISTER OATH FOR STATEMENTS OF ASSETS, LIABILITIES,
AND NET WORTH (SALN)**

1. You are hereby authorized to administer oath for Statements of Assets, Liabilities, and Net Worth (SALN) as of December 31, 2024 submitted by the faculty and administrative personnel of ISAT University – Miagao Campus, in compliance with Republic Act No. 6713 or the Code of Conduct and Ethical Standards for Public Officials and Employees.
2. For your guidance and compliance.

By the Authority of the
University President:

GABRIEL M. SALISTRE, JR., PEE, DIT
SUC President III

Corbal
DR. CORAZON C. CORBAL
VP for Academic Affairs

OFFICER-IN-CHARGE
1/20/25
Date

Admin/HR: MLE/01-20-2025

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OFFICE OF THE UNIVERSITY PRESIDENT

OFFICE MEMORANDUM
Unnumbered

DATE : JANUARY 20, 2025

TO : **MS. JENNIGIE C. ALCALA**
Administrative Officer V
Leon Campus

J. Alcala 1/22/25

SUBJECT : **AUTHORITY TO ADMINISTER OATH FOR STATEMENTS OF ASSETS, LIABILITIES, AND NET WORTH (SALN)**

1. You are hereby authorized to administer oath for Statements of Assets, Liabilities, and Net Worth (SALN) as of December 31, 2024 submitted by the faculty and administrative personnel of ISAT University – Leon Campus, in compliance with Republic Act No. 6713 or the Code of Conduct and Ethical Standards for Public Officials and Employees.
2. For your guidance and compliance.

By the Authority of the
University President:

GABRIEL M. SALISTRE, JR., PEE, DIT
SUC President III

DR. CORAZON C. CORBAL
VP for Academic Affairs

OFFICER-IN-CHARGE
1/20/25
Date

Admin/HR: JCA/01-20-2025

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OFFICE OF THE UNIVERSITY PRESIDENT

OFFICE MEMORANDUM
Unnumbered

DATE : JANUARY 20, 2025

TO : **MS. BENITA B. DUREZA** *LD*
Administrative Officer V
Barotac Nuevo Campus

SUBJECT : **AUTHORITY TO ADMINISTER OATH FOR STATEMENTS OF ASSETS, LIABILITIES,
AND NET WORTH (SALN)**

1. You are hereby authorized to administer oath for Statements of Assets, Liabilities, and Net Worth (SALN) as of December 31, 2024 submitted by the faculty and administrative personnel of ISAT University – Barotac Nuevo Campus, in compliance with Republic Act No. 6713 or the Code of Conduct and Ethical Standards for Public Officials and Employees.
2. For your guidance and compliance.

By the Authority of the
University President:

GABRIEL M. SALISTRE, JR., PEE, DIT
SUC President III *2*

DR. CORAZON C. CORBAL
VP for Academic Affairs

OFFICER-IN-CHARGE
1/20/25
Date

Admin/HR: BBD/01-20-2025

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OFFICE OF THE UNIVERSITY PRESIDENT

OFFICE MEMORANDUM
Unnumbered

DATE : JANUARY 20, 2025

TO : **MRS. IRONIA P. CASCO** - *1/24/25*
Administrative Officer V
Dumangas Campus

SUBJECT : **AUTHORITY TO ADMINISTER OATH FOR STATEMENTS OF ASSETS, LIABILITIES,
AND NET WORTH (SALN)**

1. You are hereby authorized to administer oath for Statements of Assets, Liabilities, and Net Worth (SALN) as of December 31, 2024 submitted by the faculty and administrative personnel of ISAT University – Dumangas Campus, in compliance with Republic Act No. 6713 or the Code of Conduct and Ethical Standards for Public Officials and Employees.
2. For your guidance and compliance.

By the Authority of the
University President:

GABRIEL M. SALISTRE, JR., PEE, DIT
SUC President III. *20*

Corbal
DR. CORAZON C. CORBAL
VP for Academic Affairs

OFFICER-IN-CHARGE
1/20/25
Date

Admin/HR: IPC/01-20-2025

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