



Human Resource Management Unit

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CNU HR Memo No. 1, s. 2024

FOR	:	DR. JOSEPH ELVIR C. TUBILAN VP- Administration, Finance, and Extension Services	MR. ROY ALLAN B. ELNAR VP-Academic Affairs and Internationalization
		DR. JAY C. PICARDAL VP- Research, Publications, Innovation, Commercialization and Extension	ATTY. LURY ED MARIE YRAY Dean, College of Law Public Governance and Safety
		DR. ALEX Y. TIEMPO Dean, College of Arts, Culture, and Sports	DR. ROBERTO Dean, College of Computing Artificial Intelligence and Science
		DR. EMILIANO IAN B. SUSON Dean, College of Nursing & Allied Health Sciences	DR. VENUS M. CORTES Dean, College of Teacher Education
		CNU-VSMMC College of Medicine	DR. REYNALDO B. INOCIAN Campus Director, Balamban Campus
		DR. DONNA GRACE COTEJO OIC-Campus Director, Medellin Campus	DR. CATALINA M. CANASA CNU FAI-President
		DR. EVELYN G. TRADIO Chief Admin Officer-Finance	DR. MARIA NANCY Q. CADOSALES Supervisor, Integrated Laboratory School
		DR. FLORDELYNN E. ESCARDA Chief Admin Officer-Administration	DR. JESON A. BUSTAMANTE Director, Student Affairs and Development
SUBJECT	:	PERSONAL DATA SHEET (PDS), STATEMENT OF ASSETS LIABILITIES & NET WORTH (SALN)	
DATE	:	January 4, 2024	

To ensure compliance of the Personal Data Sheet, and Statement of Assets Liabilities & Net Worth under the Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM) of the Civil Service Commission, the following documents must be submitted to the Human Resource Management Office:

- Three hardcopies of your *Personal Data Sheet* (PDS);



Certification Date: 1 February 2021
Recertification due date: 24 January 2024
For verification of the certificate please
access www.gcl-intl.com (Certification
check and type the registration number)



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- Three hardcopies of your ***Statement of Assets Liabilities and Net Worth*** as of **December 31, 2023**.

Deadline for submission shall be on **January 31, 2024 (Wednesday)**. Please submit your accomplished documents in the Office of the HRMU.

For your guidance.

Yours truly,

DR. CARLOU JOHN S. LETIGIO
Officer-In-Charge
Human Resource Management Unit



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