



Republic of the Philippines
Department of Education
REGION V
Schools Division of Sorsogon

Office of the Schools Division Superintendent

MEMORANDUM

TO : **Asst. Schools Division Superintendent**
Chief EPS of SGOD/CID
Section Heads
School Heads of Public Elementary/Secondary Schools
All Others Concerned

FROM : **JOSE L. DONCILLO, CESO V**
Schools Division Superintendent

SUBJECT : Submission of Statement of Assets, Liabilities and Net Worth for Calendar Year 2020, Creation of the Review and Compliance Committee and Delegation of Authority to Administer Oath

DATE : January 4, 2021

1. Pursuant to applicable CSC Resolutions and Guidelines¹ governing the filling-out and submission of SALN form², all officials and employees of DepEd Schools Division of Sorsogon (Province) are hereby enjoined to submit their respective Statement of Assets, Liabilities and Net Worth for calendar year 2020 which must be complete and in proper form on or before April 30, 2020. The SALN must be in **three copies**, printed back-to-back in a long bond paper.

2. Each school shall prepare a Summary List of Filers³ indicating therein in alphabetical order the names of the filers including their TIN, Position, and Net Worth.

3. All schools within the first congressional district shall submit the accomplished SALN to the Administrative Officer V, while schools within the second congressional district shall submit the accomplished SALN to the Division Legal Officer.

4. A Review and Compliance Committee (RCC) is hereby created, composed of the following, to wit:

Chairperson : JOMAR E. ENGUERRA
AO V

Members : GIDEON KARL GREFALDA
AO IV (HRMO)

NOEL B. EVAN
Attorney III

5. The RCC shall receive the SALN and to evaluate if the same has been submitted on time, complete and in proper form.





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6. For purposes of administering the oath with regard to the SALN Form, the Administrative Officer V and the Attorney III is hereby authorized to administer the oath of the declarant.

5. For information, dissemination and strict compliance.



Balogo, Sorsogon City, Sorsogon 4700
Landline: (056) 421-5415
Email: sorsogon@deped.gov.ph
Website: depedsorsogon.com.ph

SWORN STATEMENT OF ASSETS, LIABILITIES AND NET WORTH

As of _____
 (Required by R.A. 6713)

Note: Husband and wife who are both public officials and employees may file the required statements jointly or separately.
 Joint Filing Separate Filing Not Applicable

DECLARANT: _____ (Family Name) (First Name) (M.I.) ADDRESS: _____ _____ SPOUSE: _____ (Family Name) (First Name) (M.I.)	POSITION: _____ AGENCY/OFFICE: _____ OFFICE ADDRESS: _____ _____ POSITION: _____ AGENCY/OFFICE: _____ OFFICE ADDRESS: _____ _____
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UNMARRIED CHILDREN BELOW EIGHTEEN (18) YEARS OF AGE LIVING IN DECLARANT'S HOUSEHOLD

NAME	DATE OF BIRTH	AGE
_____	_____	_____
_____	_____	_____
_____	_____	_____

ASSETS, LIABILITIES AND NETWORTH

(Including those of the spouse and unmarried children below eighteen (18) years of age living in declarant's household)

1. ASSETS

a. Real Properties*

DESCRIPTION <small>(e.g. lot, house and lot, condominium and improvements)</small>	KIND <small>(e.g. residential, commercial, industrial, agricultural and mixed use)</small>	EXACT LOCATION	ASSESSED VALUE	CURRENT FAIR MARKET VALUE	ACQUISITION		ACQUISITION COST
			<small>(As found in the Tax Declaration of Real Property)</small>		YEAR	MODE	

Subtotal: _____

b. Personal Properties*

DESCRIPTION	YEAR ACQUIRED	ACQUISITION COST/AMOUNT

Subtotal: _____

TOTAL ASSETS (a+b): _____

* Additional sheet/s may be used, if necessary.