

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 2021, Creation of the Review and Compliance Committee and Delegation of Authority to

Administer Oath

DATE

January 4, 2022

- 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 2021 which must be complete and in proper form on or before April 30, 2022. The SALN must be in **three copies**, printed back-to-back in a long bond paper.
- 2. Spouses who are both public officers working in the government service shall have the option to file their SALN either **jointly or separately**. For spouses belonging to same school, who opt to file jointly, must submit their SALN in **four copies**. However, for spouses belonging to different schools, who opt to file jointly, must submit their SALN in **three copies** to their respective schools.
- 3. 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
- 4. 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.
- 5. A Review and Compliance Committee (RCC) is hereby created, composed of the following, to wit:

Chairperson:

JOMAR E. ENGUERRA

AO V



Balogo Sports Complex, Balogo, Sorsogon City, Sorsogon 4700.

Landline: (056) 421-5415 Email: sorsogon@deped.gov.ph Website: depedsorsogon.com.ph





Republic of the Philippines

Department of Education

Region V Schools Division of Sorsogon

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.
- 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.
- 7. For information, dissemination and strict compliance.



Balogo Sports Complex, Balogo, Sorsogon City, Sorsogon 4700.

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CIP 5461/21/05/1163



Republic of the Philippines

Department of Education Region V SCHOOLS DIVISION OF SORSOGON

ELEMENTARY SCHOOL/NATIONAL HIGH SCHOOL
Summary List of Filers
Statement of Assets, Liabilities and Net Worth (SALN)
CALENDAR YEAR: 2021

NO.		IAME OF EMPLOY	/EE	TIN NUMBER	POSITION	NET WORTH
	LAST NAME	FIRST NAME	MIDDLE NAME			

TOTAL NUMBER OF FILERS:		
PREPARED BY:	NOTED BY:	

	SWORN S						
		As of	equired by R.A. 6	5713)			
Not	e: Husband and wif	e who are both public officion			- 1 - 4 - 4		
		Joint Filing	Separate Fi	ling			or separately.
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(Person Administering Oath)