



Republic of the Philippines
Department of Education
Region V
SCHOOLS DIVISION OF SORSOGON

January 3, 2023

DIVISION MEMORANDUM

No. 003, s. 2023

GUIDELINES ON THE SUBMISSION OF SALN 2022

To: Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Heads of the Functional Area
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. In compliance with Sec. 8 of R.A. No 6713, the Code of Conduct and Ethical Standards for Public Officials and Employees, and its implementing rules and regulations, covered personnel of this Division is hereby enjoined to properly accomplish and submit their Statement of Assets, Liabilities and Networth (SALN 2022) using the prescribed form (Revised as of January 2015, CSC Resolution No. 1500088, Promulgated on January 23, 2015). Copy is hereto attached for ready reference. The SALN should be under oath or duly subscribed before a person authorized to administer oath or a notary public.
2. Three copies of the SALN shall be prepared by each employee. The signature of the declarant in each copy should be original. The declarant's contact number must be written below his/her signature. For uniformity, the SALN must be prepared in a long bond paper printed in both sides.
3. Employees whose spouse is also a government employee, whether in this Division or in other agency, may opt to file separately or jointly provided that the condition set forth in paragraph 2 is complied with.
4. The school shall collect all accomplished SALN of its personnel and prepare a summary of filers. Names of filers must be listed in an alphabetical order. Copy of the summary of filers is hereto attach for ready reference.
5. Public Schools District Supervisors shall submit their respective SALN in the CID.
6. SALN of district personnel shall be included in the concerned central school.
7. All schools in the first congressional district shall submit their compiled SALN's with the Administrative Officer V. Schools in the second congressional district shall submit their compiled SALN's with the Division Legal Officer.



Balogo Sports Complex, Balogo, Sorsogon City, Sorsogon 4700 .
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CIP 5461/21/05/1163



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8. A Review and Compliance Committee is hereby created with the following composition:

Chairperson: JOMAR E. ENGUERRA
Administrative Officer V


Members: NOEL B. EVAN
Attorney III

GIDEON KARL L. GREFALDA
Administrative Officer IV

9. The Committee is tasked to receive and review the SALN as to its completeness and proper execution. They may communicate with the declarant if the latter's SALN needs to be revised or amended if found to be incomplete and improperly accomplished.

10. All SALN must be submitted on or before April 30, 2023. Submission beyond the said date will be considered as late filing. An earlier filing is encouraged to give the Committee sufficient time to review the SALN.

11. Immediate dissemination of and compliance with this Memorandum are enjoined.


JOSE L. DONCILLO, CESO V
Schools Division Superintendent



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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: _____

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.

<Name of Agency>
Summary List of Filers
Statement of Assets, Liabilities and Network
 Calendar Year _____

No.	NAME OF EMPLOYEE			TIN	POSITION	NET WORTH
	Lastname	Firstname	Middlename			
1	XXXXXX	XXXXXX				
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						

<Name of Agency>
Summary List of Filers
Statement of Assets, Liabilities and Network
 Calendar Year _____

No.	NAME OF EMPLOYEE			TIN	POSITION	NET WORTH
	Lastname	Firstname	Middlename			
30						
31						
32						
33						
34						
35						

Total Number of Filers: _____

Total Number of Personnel Complete: adffa

Prepared by:

Noted by:

<Name and Signature>

Person In-charge of SALN

<Name and Signature>

Head of Agency

Position: _____

Email Address: _____

Contact No.: _____

adfd

Position: _____

Mailing Address: _____

Contact No.: _____

Date : _____

Date : _____