



Republic of the Philippines
Department of Education
Region VI-Western Visayas
SCHOOLS DIVISION OF KABANKALAN CITY

FEB 0 1 2021

DIVISION MEMORANDUM

No. 031 s. 2021

SUBMISSION OF STATEMENT OF ASSETS, LIABILITIES AND NETWORTH (SALN)

To: Acting Assistant Schools Division Superintendent
Chief Education Supervisors (CID and SGOD)
Education Program Supervisors
Public School District Supervisors
Elementary and Secondary School Heads
Teachers-In-Charge
SGOD, CID, SHS, Finance and Administrative Personnel
Teachers
All Others Concerned

1. In compliance with the provisions of Republic Act 6713, otherwise known as the Code of Conduct and Ethical Standards, all teaching and non-teaching personnel of this division are required to submit to the Administrative Office **two (2) original signed copies of Statement of Assets, Liabilities and Net Worth (Revised 2015)** not later than **February 28, 2021**.
2. For purposes of the filing and accomplishing the SALN, and to ensure that office and school operations will not be affected due to the compliance of this memo, and likewise as prescribed by law, the following shall be authorized to administer oath for said SALN Forms to wit:
 - a. **ELEMENTARY and SECONDARY SCHOOL PRINCIPALS / HEAD TEACHERS / TEACHERS-IN-CHARGE** – for all teachers and non-teaching personnel in their respective schools;
 - b. **ADMINISTRATIVE OFFICER V** – for Elementary and Secondary School Principals/Head Teachers/Teachers-In-Charge,
 - c. **SCHOOLS DIVISION SUPERINTENDENT** - for all Division Office Personnel (OSDS, CID and SGOD).
3. Submission of SALN shall be by school and must be accompanied by the attached Transmittal (Annex A) for records purposes.
4. Failure to comply shall be ground for administrative action.
5. For strict compliance.

PORTIA M. MALLORCA, Ph.D., CESO V
Schools Division Superintendent

Enclosure to Division Memorandum No. _____, s. 2021

Date

PORTIA M. MALLORCA, Ph.D., CESO V
Schools Division Superintendent
Department of Education
Schools Division Office of Kabankalan City
City of Kabankalan

Attention: **ARNOLD S. MAGDAET**
Administrative Officer V

Sir:

I have the honor to submit the Sworn Statement of Assets, Liabilities and Net Worth as of December 31, 2019 of teachers and employees of (**name of school**) to wit:

No.	Name	Position	Salary Grade	Tax Identification Number	Net Worth

Very truly yours,

Name of School Head
Position / Designation

