



Republic of the Philippines
Department of Education
REGION VI-WESTERN VISAYAS
SCHOOLS DIVISION OF KABANKALAN CITY
City of Kabankalan, Negros Occidental
Telefax No. 034-4712003, Email: dep_ed_bangkal@yahoo.com.ph



DIVISION MEMORANDUM

No. 30 s. 2019

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, Administrative & Finance Personnel
School Non-Teaching Personnel
Teachers

From: **MA. LORLINIE M. ORTILLO, CESO VI**
Schools Division Superintendent

Subject: **SUBMISSION OF STATEMENT OF ASSETS, LIABILITIES AND NETWORTH (SALN)**

Date: February 21, 2019

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 **March 15, 2019**.
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** - Division Office Personnel (OSDS, CID and SGOD).
3. Submission of SALN of Teachers, and School Non-Teaching Personnel shall be by School. It 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.

Annex A

Date

MA. LORLINIE M. ORTILLO, CESO VI

Schools Division Superintendent

Department of Education

Schools Division Office of Kabankalan City

City of Kabankalan

Attention: **DINO ALEXANDRINOS XENOS M. LOPEZ**
Administrative Officer IV
Records Unit

Madam:

I have the honor to submit the Sworn Statement of Assets, Liabilities and Net Worth as of December 31, 2018 of teachers and employees of (Name of School) to wit:

No.	School	Name	SG	Position	TIN	Net Worth

Very truly yours,

(Name of School Head)

(Name of School)

District ____