



Republic of the Philippines  
**Department of Education**  
REGION XI  
SCHOOLS DIVISION OF DAVAO DEL NORTE

Office of the Schools Division Superintendent

February 17, 2023

**DIVISION MEMORANDUM**

No. 0064, s. 2023.

**SUBMISSION OF STATEMENT OF ASSETS, LIABILITIES, AND NET WORTH  
(SALN) AS OF DECEMBER 31, 2022**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors, CID and SGOD  
Officials, OSDs, CID and SGOD  
Public Elementary and Secondary School Heads/ Officers In-Charge  
All other concerned

1. Republic Act No. 6713 entitled the Code of Conduct and Ethical Standards for Public Officials and Employees requires public officials and employees to declare under oath their Statement of Assets, Liabilities, Net Worth, and Financial and Business Interests (SALN) as of December 31 of the preceding calendar year.
2. In view of the above, all probationary, provisional, and national permanent employees of this Division are reminded of the submission of their SALN using the revised SALN form as of January 2015 per CSC Resolution No. 1500088 promulgated on January 23, 2015 (downloadable in MS Word Format at the CSC website).
3. To facilitate checking prior to submission to the Ombudsman, the HR/school person in charge of SALN and School Heads are directed to submit the accomplished SALN as of December 31, 2022 of the employees under their jurisdiction **on or before March 31, 2023** at the Schools Division Office through the Records Section while the SDO national permanent officials and employees shall submit to the Personnel Section on or before the said date.
4. The HR/person in charge of SALN in the School is advised to make sure that the forms to be submitted should be properly and completely accomplished including the signature of the spouse of the employee. In case the spouse is unable to sign, the declarant must attach an explanation why no signature of spouse is present in the SALN.





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5. In case of joint filing of husband and wife who are both in the government service, both shall be considered declarants. The signature portion of the SALN indicates the space for the spouse as "**Spouse/Co-declarant**". All real and personal properties shall be declared including their respective paraphernal and capital properties, if there are any. After filling out the form, the spouses may reproduce the SALN Form as the number of copies is required, but their signatures should be original in the SALN Form to be submitted to their respective school/office.
6. The Review and Compliance Committee (RCC) of the Schools Division Office will check carefully the submitted SALNs. After checking has been done and SALNS has been finalized, it will be returned to the school for reproduction to four (4) original copies and for notary or for signature of officer/s with authority to administer oath (e.g. notary public or punong barangay) per DepEd Memorandum dated April 8, 2022 from the Office of the Assistant Secretary for Legal Affairs titled "**Clarification on the Authority of Certain Officers to Administer Oaths**" and Section 41 of Executive Order No. 292, otherwise known as the Administrative Code of 1987, as amended by R.A 6733 and as further amended by RA 10755.
7. The notarized or signed SALN should be scanned and compiled by the school in a compact disc (CD) or USB together with the Summary List of Filers in Microsoft excel and in PDF format. The electronic copies of the SALNs must be in PDF format and individually saved per declarant, using the file name prescribed hereunder:  

SALN of Employee.pdf      Example: SALN of Torres, Joanna C.pdf
8. Section 11 of RA 6713 provides the penalties of "fine not exceeding an equivalent of six (6) months' salary or suspension not exceeding one (1) year, or removal, depending on the gravity of the offense after due notice and hearing by the appropriate body or agency." The same section also provides that "Violations of Sections 7, 8 or 9 of the said Act shall be punishable with imprisonment not exceeding five (5) years, or a fine not exceeding P5,000, or both, and in upon the discretion of the court of competent jurisdiction. disqualification to hold public office.
9. As an administrative offense under Rule 10, Section 46, subparagraph D.8 of the Revised Rules on Administrative Cases in the Civil Service (RRACCS), less- grave offense is actually "failure to file sworn statements of assets, liabilities and net worth, and disclosure of business interest and financial connections, including those of their spouses and unmarried children under





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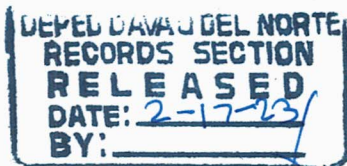
18 years of age living in their households." Less grave offense is punishable by "suspension of one (1) month and one (1) day to six (6) months for the first offense; and dismissal from service for the second offense."

10. Moreover, in relation to the grant of FY 2023 Performance-Based Bonus (PBB), all officials and employees who failed to submit and file the FY 2022 SALN shall not be entitled to the FY 2023 PBB.
11. Immediate and wide dissemination of this Memorandum is desired.

**ALLAN G. FARNAZO**

Director IV

and concurrent Officer In-Charge  
Office of the Schools Division Superintendent



For the Schools Division Superintendent:

**REBECCA C. SAGOT, CESO VI**  
Assistant Schools Division Superintendent

