



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

Office of the Schools Division Superintendent

February 7, 2023

DIVISION MEMORANDUM
OSDS-2023-0015

**CREATION OF DIVISION REVIEW AND COMPLIANCE COMMITTEE FOR THE
STATEMENT OF ASSETS AND LIABILITIES AND NETWORTH (SALN)**

To: **ALL CONCERNED**

1. Pursuant to MC No. 10s., 2006 (As amended by CSC Resolution No. 1300455 promulgated on March 04, 2013), The review and compliance committee of this division is hereby created as follows:

Chairperson: RODALINDA N. DIONO
Administrative Officer V

Members: RELYN B. GALLARDO
Administrative Officer IV

JOANNA MARI C. BORBON
Administrative Officer II

2. The said committee is hereby authorized to receive the SALN and to evaluate if the same has been submitted on time, complete and in proper form.

3. The committee shall prepare a list of employees in alphabetical order to the head of agency copy furnished the Civil Service Commission on or before May 15 of every year on the following format below:

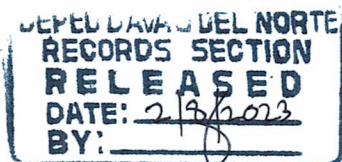
- a. Those who filed their SALNs with complete data;
- b. Those who filed their SALNs but with incomplete data;
- c. Those who did not file their SALNs.

4. For immediate dissemination.

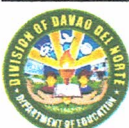
ALLAN G. FARNAZO
Regional Director
and concurrent Officer-In-Charge
Office of the Schools Division Superintendent

For the Schools Division Superintendent:


REBECCA C. SAGOT, CESO VI
Assistant Schools Division Superintendent



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SWORN STATEMENT OF ASSETS, LIABILITIES AND NET WORTH

Ensure correct date and year of declaration

 As of 31 December 2021
(Required by R.A. 6713)

Note: Husband and wife who are both public officials and employees may file the required statements jointly or separately.

Please select type of filing

 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 NET WORTH

(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	

Ensure correct total amount of declared real properties

Subtotal: _____

b. Personal Properties*

DESCRIPTION	YEAR ACQUIRED	ACQUISITION COST/AMOUNT

Ensure correct total amount of declared personal properties

Subtotal : _____

Ensure correct sum of declared real and personal properties

TOTAL ASSETS (a+b): _____

* Additional sheet/s may be used, if necessary.

2. LIABILITIES*

NATURE	NAME OF CREDITORS	OUTSTANDING BALANCE

Ensure correct sum of total liabilities	TOTAL LIABILITIES: _____
Ensure correct computation of net worth	NET WORTH : Total Assets less Total Liabilities = _____

* Additional sheet/s may be used, if necessary.

BUSINESS INTERESTS AND FINANCIAL CONNECTIONS

(of Declarant /Declarant's spouse/ Unmarried Children Below Eighteen (18) years of Age Living in Declarant's Household)

Select if applicable	<input type="checkbox"/> I/ We do not have any business interest or financial connection.
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NAME OF ENTITY/BUSINESS ENTERPRISE	BUSINESS ADDRESS	NATURE OF BUSINESS INTEREST &/OR FINANCIAL CONNECTION	DATE OF ACQUISITION OF INTEREST OR CONNECTION

RELATIVES IN THE GOVERNMENT SERVICE

(Within the Fourth Degree of Consanguinity or Affinity. Include also Bilas, Balae and Inso)

Select if applicable	<input type="checkbox"/> I/ We do not know of any relative/s in the government service)
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NAME OF RELATIVE	RELATIONSHIP	POSITION	NAME OF AGENCY/OFFICE AND ADDRESS

I hereby certify that these are true and correct statements of my assets, liabilities, net worth, business interests and financial connections, including those of my spouse and unmarried children below eighteen (18) years of age living in my household, and that to the best of my knowledge, the above-enumerated are names of my relatives in the government within the fourth civil degree of consanguinity or affinity.

I hereby authorize the Ombudsman or his/her duly authorized representative to obtain and secure from all appropriate government agencies, including the Bureau of Internal Revenue such documents that may show my assets, liabilities, net worth, business interests and financial connections, to include those of my spouse and unmarried children below 18 years of age living with me in my household covering previous years to include the year I first assumed office in government.

Date: _____

Use original wet signature or DICT PNP/PSA e-signature in signing the SALN form. If married, both declarant and declarant's spouse must sign the SALN form. Provide complete Government ID information.

_____ <i>(Signature of Declarant)</i>	_____ <i>(Signature of Co-Declarant/ Spouse)</i>
Government Issued ID: _____ ID No.: _____ Date Issued: _____	Government Issued ID: _____ ID No.: _____ Date Issued: _____

SUBSCRIBED AND SWORN to before me this ____ day of _____, affiant exhibiting to me the above-stated government issued identification card.

Use original wet signature or DICT PNP/PSA e-signature in signing the SALN form.	_____ <i>(Person Administering Oath)</i>
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Republic of the Philippines
Department of Education

**Review and Compliance Procedures and Timeline in the Filing, Review and Submission of
the Statement of Assets, Liabilities, and Net Worth (SALN)**

24 February 2022

I. Rationale

1. Section 17 of Article XI of the 1987 Constitution and Section 8 of Republic Act No. 6713 or the Code of Conduct and Ethical Standards for Public Officials and Employees mandate all public officials and employees to file under oath their Statement of Assets, Liabilities, and Net Worth (SALN) and a Disclosure of Business Interests and Financial Connections and those of their spouses and unmarried children under eighteen (18) years of age living in their households.
2. The Civil Service Commission (CSC) Resolution No. 060231 dated 01 February 2006, entitled "*Review and Compliance Procedure in the Filing and Submission of the Statement of Assets, Liabilities and Net Worth and Disclosure of Business Interest and Financial Connections*" established the review and compliance procedures to be observed by all public officials and employees in the filing and submission of the SALN. It also provided the duties of the Head of Personnel Division/Unit or HRMOs in evaluating the submitted SALNs and ensuring the completeness and timely submission to the official repository agencies. Furthermore, it specified the sanctions for officials and employees due to non-compliance, and penalties for HRMOs who fails to perform their duties as specified.
3. CSC Resolution No. 1300455 dated 04 March 2013, "*Review and Compliance Committee for Statement of Assets, Liabilities and Net Worth (SALN)*", required every office/agency to have a Review and Compliance Committee composed of one (1) Chairman and two (2) members who shall be authorized to receive and evaluate SALNs, and ensure the document is submitted on time and in its proper form.
4. In light of the current circumstances due to the COVID-19 global pandemic, CSC MC No. 6, s. 2021, *Filing and Submission of the SALN During Exceptional Circumstances* was issued, extending the deadline of submission of SALN for all government officials and employees from 30 April 2022 to 30 May 2022, and providing the modifications in the procedures in the filing of SALN applicable when the Philippines is placed under emergency status or under the state of calamity causing limited movement due to danger of public health and safety or preventing the normal way of life of the citizens.
5. On 22 February 2022, DepED issued Office Order No. OO-OSEC-2022-006, *Reconstitution of the Review and Compliance Committee (RCC) for the Statement of Assets, Liabilities and Net Worth*, designating the Undersecretary for Human Resource and Organizational Development as the Chairperson of the DepED CO SALN RCC and the Director IV of the Bureau of Human Resource and Organizational Development (BHROD) and Internal Audit Service (IAS) as members.

The BHROD-Personnel Division is assigned as Secretariat, responsible for the collection, and submission of SALNs to CSC on or before the set statutory deadline.

6. As provided in Section 8 of RA 6713, *Code of Conduct and Ethical Standards of Public Officials and Employees*, the SALN must be filed:
 - a. Within thirty (30) days after assumption of office;
 - b. On or before April 30 of every year thereafter; and
 - c. Within thirty (30) days after separation from the service
7. This guideline is issued to enjoin all Department of Education – Central Office (DepED CO) officials and employees to declare and annually file their sworn SALN, and disseminate the procedures and timelines related thereto.

II. Scope and Coverage:

This issuance covers all officials and employees in the Department of Education - Central Office including those holding career positions under temporary status.

Those serving in an official honorary capacity, without service credit or pay, temporary laborers and casual or temporary and contractual workers, and those holding positions without employee-employer relationship shall be exempted from filing the SALN.

III. Timeline and Procedures

The procedures, deadlines and persons/offices responsible in ensuring compliance with this guideline, pursuant to relevant laws and issuances, are provided below:

Step by Step Procedure for the Annual Filing of SALN	Deadline for completion	Focal Person/ Office
1. Issue advisory reminding all DepED officials and employees to submit and file their SALN as of December 31 of the previous year and disseminate any changes in the CSC rules on the deadlines or procedures related thereto.	On or before February 28 of every year	BHROD – Personnel Division
2. Submit four (4) copies of signed / notarized SALN, printed in long bond paper (8.5" x 13"), to the BHROD-Personnel Division. The collected copies shall be maintained for the following purposes: a. for submission to CSC b. for safekeeping of the BHROD-Personnel Division c. for filing for the AS-Records Division d. personal copy of the declarant	On or before April 30 of every year*	DepED CO officials and employees
3. Conduct the administration of oath for the SALNs of DepED CO employees.	On or before April 30 of every year*	DepED Executive Committee and/or Heads of Offices
4. Review and evaluate submitted SALNs, and check compliance to the standards set by CSC on the proper filling-out of the SALN form.	On or before May 15 of every year*	SALN RCC and Secretariat

SALNs with incomplete data or found non-compliant with the CSC Guidelines in the Filling-out of the SALN form shall be returned to the concerned employee for correction.		
<p>5. Sort and arrange reviewed SALNs in alphabetical order and prepare list of employees who:</p> <ol style="list-style-type: none"> a. Filed their SALNs with complete data b. Filled their SALNs with incomplete data c. Did not file their SALNs <p>for submission to the Head of Agency, copy furnished CSC.</p> <p>The head of agency, through the RCC, shall notify and issue compliance order to those who have failed to file /correct/submit their SALNs within the prescribed period and will be given thirty (30) days from notice to comply.</p>	On or before May 15 of every year*	SALN RCC and Secretariat
<p>6. Transmit all original copies of SALNs to the official repository agencies:</p> <ol style="list-style-type: none"> a) National Executive Officials (Secretary, Undersecretaries, and Assistant Secretaries), to the Office of the President. b) All other officials and employees in the Central Office, to the Civil Service Commission (CSC) 	On or before June 30 of every year*	SALN RCC and Secretariat

**Subject to change as provided by subsequent issuances from the Civil Service Commission*

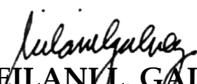
IV. Sanctions for Failure to Comply

DepED CO officials and employees who fail to correct/submit their SALNs within the prescribed period shall constitute a violation of Section 8 of RA 6713 and ground for disciplinary action. Likewise, heads of agency who fail to comply with the SALN Review and Compliance Procedure in Filing and Submission of the SALN in accordance with the relevant issuances released by the Civil Service Commission shall be liable for Simple Neglect of Duty. Both shall be punishable by suspension for one (1) month and one (1) day to 6 months for the 1st offense and dismissal from the service for the 2nd offense.

For information and guidance.


Usec. WILFREDO E. CABRAL
 Chairperson
 DepED CO SALN RCC


Dir. ANNE RACHEL C. MIGUEL
 Member
 DepED CO SALN RCC


Dir. LEILANI L. GALVEZ
 Member
 DepED CO SALN RCC