



Republic of the Philippines
Department of Education
Region I

SCHOOLS DIVISION OFFICE OF ALAMINOS CITY

Office of the Schools Division
Superintendent

Division Memorandum No. 004
Series 2021

To : Assistant Schools Division Superintendent
Chief, Curriculum Implementation Division (CID)
Chief, School Governance and Operation Division (SGOD)
Education Program Supervisors, SEPS, Division Personnel
Public School Heads/Principals/OIC's
All Others Concerned

Subject: Submission of Statement of Assets, Liabilities and Net worth (SALN)

From : The Schools Division Superintendent

Date : January 07, 2021

This is in compliance with the provision of **Article XI Section 17 of the 1987 Constitution** which provides that ***“public officer or employee shall, upon assumption of office and as often thereafter as may be required by law, submit a declaration under oath of his assets, liabilities, and net worth,”*** (SALN) and **Section 8 of Republic Act No. 6713 on the Code of Conduct and Ethical Standards for Public Officials and Employees** that ***“All public officials and employees, except those who serve in an honorary capacity, laborers and casual or temporary workers, shall file under oath their Statement of Assets, Liabilities and Net Worth 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.”*** that;

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 “, and;

In view of the above aforesaid law, you are hereby obliged to submit to the Records Office **two (2) hard copies and one (1) soft copy (PDF format) of SALN** using the latest revised form that can be downloaded with the attached **Summary List of Filers on or before February 26, 2021** for consolidation and submission to concern agencies.

School heads are authorized and responsible in their respective schools to collect SALN of their teaching and non-teaching personnel for submission at the Division Office.

For information, cooperation and compliance.


LORNA G. BUGAYONG PhD, CESO VI
Schools Division Superintendent