

Republic of the Philippines

Department of Education

REGION IX, ZAMBOANGA PENINSULA SCHOOLS DIVISION OF DAPITAN CITY

Office of the Schools Division Superintendent

04 January 2023

MEMORANDUM

No. 06, s. 2023

SUBMISSION OF SWORN STATEMENT OF ASSETS, LIABILITIES, AND NETWORTH (SALN) FOR THE YEAR ENDING 2022

To:

Assistant Schools Division Superintendent Chief, Curriculum Implementation Division

Chief, School Governance and Operations Division

Education Program Supervisors Public Schools District Supervisors

Elementary and Secondary School Heads/Principals/TIC

Teaching and Non-Teaching Personnel

All Others Concerned

Pursuant to Section 8 of Republic Act 6713, all Division and School personnel are hereby required to submit to the Personnel Unit, this Division three (3) original signed copies of their STATEMENT OF ASSETS, LIABILITIES, AND NETWORTH as of December 31, 2022, under oath on or before February 28, 2023 in both hard copy and soft copy which shall be individually saved per declarant in a pdf format through a compact disc or flash drive using the file name prescribed under Memorandum Circular No. 2, s. 2017 "Additional Guidelines in the Submission of Statement of Assets, Liabilities and Networth (SALN) of the Office of the Ombudsman dated August 2, 2017. (See format below)

Document	Filename	
SALN of Employee	SALN of Employee pdf	

- The SALNs oath administration shall be administered before a notary public or any officers who have general authority to administer oaths pursuant to Section 41 of the Administrative Code of 1987 as amended by Section 2 R.A No. 6733.
- Each School must establish a School Review and Compliance Committee which shall be composed of one (1) Chairman, and two (2) members pursuant to the provisions of CSC Resolution No. 1300455 promulgated on March 4, 2013. As mandated in the resolution the Committee shall be designated and authorized by the head of the agency to receive the SALN and to evaluate if the same has been submitted on time, complete and in proper form.



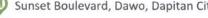


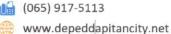
Department of Education Division of Dapitan City













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In the division level, hereunder shall form part of the Review and Compliance Committee to conduct a final review of the SALN forms:

Chair

Rosalio B. Conturno, Jr., PhD

OIC-Assistant Schools Division Superintendent

Members

Geordito T. Olario

Administrative Officer V

Cynthia O. Dalman

Administrative Officer IV

Choseth D. Bantilan Administrative Aide VI

The SALN Review and Compliance Committee is directed to adhere to the provision of the Data Privacy Act of 2012 (RA 10173).

Moreover, all concerned are reminded of the provision as specified in Section 4 of MC No. 3, s. 2013 of CSC, stated:

"Failure of an official or employee to correct/submit his/her SALN in accordance with the procedure and within the given period pursuant in the directive in Section 3 hereof shall be ground for disciplinary action."

Immediate and wide dissemination of this Memorandum is desired. 5.

FELIX ROMY A. TRIAMBULO, CESO V

Schools Division Superintendent

OSDS-ADMS-Memo-2020-002







(065) 917-5113







