



Republic of the Philippines
Department of Education
 REGION IX, ZAMBOANGA PENINSULA
 SCHOOLS DIVISION OF DAPITAN CITY

Office of the Schools Division Superintendent

08 January 2024

MEMORANDUM

No. 14, s. 2024

**SUBMISSION OF SWORN STATEMENT OF ASSETS, LIABILITIES,
 AND NETWORTH (SALN) FOR THE YEAR ENDING 2023**

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**

1. 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, 2023**, under oath **on or before February 29, 2024** 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

2. 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.

3. 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.

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

Chair - Assistant Schools Division Superintendent
 Members - Geordito T. Olario
 Administrative Officer V

Department of Education
 Division of Dapitan City
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 TIME 10:33 BY [Signature]



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Amythyst Faith O. Diao
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).

4. 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.”

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


DANNY E. CORDOVA, EdD, CESO VI
Schools Division Superintendent

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