



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

Office of the Schools Division Superintendent

January 14, 2025

**DIVISION MEMORANDUM**

No. 126, s. 2025

**SUBMISSION OF SWORN STATEMENT OF ASSETS, LIABILITIES,  
 AND NETWORTH (SALN) FOR THE YEAR ENDING 2024**

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 No. 6713, all Division and School personnel are hereby required to submit to the Personnel Section, this Division, **three (3) original signed copies** of their **STATEMENT OF ASSETS, LIABILITIES, AND NETWORTH as of December 31, 2024**, under oath **on or before February 28, 2025** in both hard copy and soft copy which shall be individually saved per declarant in a pdf format through 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. 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."*



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

**FELIX ROMY A. TRIAMBULO, CESO V**  
Schools Division Superintendent

