



Republic of the Philippines
Department of Education
 REGION V - BICOL

TANGGAPANG PANSANGAY NG CATANDUANES

DepEd - Division of Catanduanes
 RECORDS SECTION
RELEASED
 BY: [Signature] No: 064
 DATE: 24 JAN 2025 TIME: 3:40

24 Jan 2025

DIVISION MEMORANDUM
 NO. 064, S. 2025

TO: Asst. Schools Division Superintendent
 Chief Education Supervisors- CID and SGOD
 Education Program Supervisors
 Public Schools District Supervisors
 Elementary and Secondary School Heads
 Teaching and Non-Teaching Personnel
 OSDS Unit Heads and Personnel
 All Others Concerned

**SUBMISSION OF STATEMENT OF ASSETS,
 LIABILITIES AND NETWORTH (SALN) FOR CY 2024**

1. Pursuant to Section 8 of Republic Act No. 6713, Code of Conduct and Ethical Standards for Public Officials and Employees, and Section 7 of Republic Act No. 3019, Anti-Graft and Corrupt Practices Act, **all public officials and employees are mandated to file their Statement of Assets, Liabilities and Net Worth (SALN) every end of each Calendar Year.**
2. All DepEd Officials and Employees are required to prepare their SALN as of December 31, 2024 in **four (4) original copies** (*Personal file, School file, 201 file and Ombudsman copy*). The **Ombudsman copy** and **201 copy** should be arranged in alphabetical order **by district for elementary** and **by school for secondary schools.**
3. Only two (2) original copies of SALN (*Ombudsman Copy and 201 File*) should be submitted to the Administrative Officer V on or before **March 15, 2025**. The remaining 2 copies of SALN (*Personal File and School File*) should be retain in the school for filing. Kindly download the template of transmittal in excel file at **bit.ly/TransmittalTemplateSALN2024**.
4. The transmittal of the **list of employees** in excel file must be protected with a password and submit through this link: **<https://bit.ly/SubmissionofSALN2024>**. Thereafter, the password must be sent via email @ **adminsection.ctd@deped.gov.ph**
5. School Heads/AO IV/ AO II/ Registrar or ADAS are advice to check thoroughly the SALN Form and to put their initial below the name of the Person Administering Oath to testify that they checked the correct entries in the SALN Form before it is notarized.
6. Section 41 of Executive Order No. 292, otherwise known as the Administrative Code of 1987, as amended by RA No. 6733 and RA No. 9406 provides that:

The following officers have generally authority to administer oaths:
 President; Vice-President; Members and Secretaries of both Houses of the Congress; Members of the Judiciary; Secretaries f Departments,



San Roque, Virac, Catanduanes
 052-8114063
catanduanes@deped.gov.ph
www.depedrovcatanduanes.com / www.catanduanes.deped.gov.ph



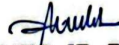
Republic of the Philippines
Department of Education
REGION V - BICOL

SCHOOLS DIVISION OFFICE OF CATANDUANES

Provincial Governors and Lieutenant-governors; City Mayors; Municipal Mayors, Bureau of Directors; Regional Directors; Clerk of Courts; Registrars of Deeds; other civilian officers of the government of the Philippines whose appointments are vested in the President and are subject to confirmation by the Commission on Appointments; all other constitutional Officers; PAO Lawyers in connection with the performance of duty, and *notaries public*.

7. Failure of an official or employee to submit his/her SALN is punishable under Rule 10, Section 50, Item D, and Paragraph 8 of the 2017 Rules on Administrative Cases in the Civil Service.
8. For information, guidance and compliance.

By authority of OIC-Schools Division Superintendent:


ATTY. NORLITO JR. P. AGUNDAY
Attorney III/Division Legal Officer
Officer In-Charge *g/*



San Roque, Virac, Catanduanes

052-8114063

catanduanes@deped.gov.ph

www.depedrovcatanduanes.com / www.catanduanes.deped.gov.ph