



Republic of the Philippines
Department of Education
REGION V
SCHOOLS DIVISION OFFICE OF CATANDUANES

MEMORANDUM
OSDS-ADMIN-UM-1-29-24

TO: Assistant Schools Division Superintendent
Chief Education Supervisors- CID and SGOD
Education Program Supervisors
Public Schools District Supervisors
Elem. And Secondary School Heads
Teaching and Non-Teaching Personnel
Section Chiefs
All Others Concerned

By the Authority of the Schools Division Superintendent

FROM: *Amuliat*
ATTY. NORLITO JR. P. AGUNDAY
Attorney III- Legal Officer
Officer In-Charge

SUBJECT: **SUBMISSION OF STATEMENT OF ASSETS, LIABILITIES AND
NETWORTH (SALN) FOR CY 2023**

DATE: January 23, 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 submit their SALN as of December 31, 2023 in four (4) original copies to the office of Administrative Officer V on or before **March 15, 2024.**
3. Section 42 of Executive Order No. 292, otherwise known as the Administrative Code of 1987, as amended by R.A. No. 6733, R.A. No. 9406 and R.A. 10755 provides that:

The following officers have general authority to administer oaths: President; Vice-President, Members and Secretaries of both Houses of the Congress; Members of the Judiciary; Secretaries of Departments; Provincial Governors and Lieutenant-governors; City Mayors; Municipal Mayors, Bureau of Directors, Regional Directors, Clerk of Courts; Registrars of Deeds; other civilian officers in the public service 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



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
SCHOOLS DIVISION OFFICE OF CATANDUANES

officers; PAO Lawyers in connection with the performance of duty; and notaries public.

4. School Heads/AO IV/ AO II/ Registrar or ADAS are advised to put their initial below the name of the Person Administering Oath to testify that they checked the correct entries in the SALN Form.

The SALN should be checked first before it will be notarized.

5. Big schools should submit in four (4) folders (Personal File, School File, 201 file and Ombudsman file) while small schools may submit 4 (four) copies in one (1) folder only.
6. Failure of an official or employee to submit his/her duly accomplished SALN is punishable under Rule 10, Section 50, Item D. Paragraph 8 of the 2017 Rules on Administrative Cases in the Civil Service.
7. For information, guidance and compliance.



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