



Republic of the Philippines
Department of Education
Region V – Bicol
SCHOOLS DIVISION OFFICE OF CATANDUANES

May 16, 2023

UNNUMBERED MEMORANDUM

OSDS-Admin.-UM-5-15-2023

TO: Public Schools District Supervisors
Elementary and Secondary School Heads
Principals- IUs
All others Concerned

1. In compliance with Section 8 of Republic Act No. 6713, the “Code of Conduct of Ethical Standards for Public Officials and Employees”, the field is directed to submit the Statement of Assets, Liabilities and Net Worth (SALN) as of December 31, 2022.
2. After the submitted SALN forms have been reviewed and notarized, one copy should be scanned in PDF Format to generate electronic copies and shall be saved in the following manner: SALN of (Last Name, First Name, Middle Initial). **Example: SALN of Dela Cruz, Juan M. pdf.** The **Summary List of Filers** must be in excel format with **Name, Salary Grade, Position and Remarks** (N/A, Joint filing or separate filing- in what school or agency).
3. All ICT Coordinators, AO II, ADAS and other concerned personnel are advised to consolidate/summarize the SALN by district (elem.) and by school (sec.) in alphabetical order before scanning.
4. The Secondary Schools are requested to return the SALN- Ombudsman copy and 201 file to Admin. Section.
5. The deadline of submission of scanned copies will be submitted on or before May 31, 2023.
6. For information and compliance.


SOCORRO V. DELA ROSA, CESO V
Schools Division Superintendent

