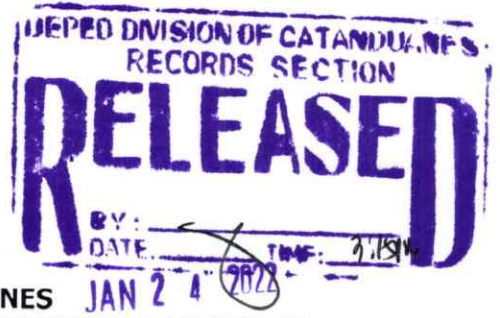




Republic of the Philippines  
Department of Education  
Region V – Bicol

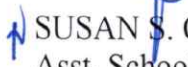
SCHOOLS DIVISION OFFICE OF CATANDUANES



MEMORANDUM

OSDS-ADMIN-UM-1-19-2022

TO : Asst. Schools Division Superintendent  
Division Chiefs- CID and SGOD  
Education Program Supervisors  
Public Schools District Supervisors  
Elementary and Secondary School Heads  
Section Chiefs  
All other Concerned

FROM:  SUSAN S. COLLANO  
Asst. Schools Division Superintendent  
OIC-Office of the Schools Division Superintendent

SUBJECT: **SUBMISSION OF STATEMENT OF ASSETS, LIABILITIES AND NET WORTH FOR CY 2021**

DATE : January 19, 2022

1. Anent to Republic Act No. 6713 otherwise known as the Code of Conduct and Ethical Standards of Public Officials and Employees, all public officials and employees are enjoined to declare and submit an annual true, detailed and sworn statement of their assets, liabilities and net worth, disclosure of business interest and financial connections and to declare to the best of their knowledge their relatives in the government service.
2. The following are some important features of SALN Form:
  - a. In the declaration of **Real Properties**, the form requires the **exact location** of the property. The Assessed Value and Current Fair Market value should be based on what is stated in the Tax Declaration of Real Property. If no tax declaration yet, state **“Not yet assessed”**.
  - b. Improvement refers to all works that are constructed or introduced to the land, or repairs or improvement made to the building or land after its initial acquisition, thus, should be included in the real property.
  - c. Inherited properties are transferred to the heirs by operation of law. It should be declared as his/her assets and for the acquisition cost, the declarant shall state zero (0), but is required to provide the assessed value and current market value found in the tax declaration.
  - d. In the **Personal Properties**, the declarant may declare minimal valued properties in **group/bulk**, according to the nature/kind of personal property like books, appliances, gadgets (cellphone, netbook, etc.), personal belongings (jewelries, clothing, shoes) and the like. The declarant may use **“various years”** as year acquired. **Motorcycles, tricycles and cars** should **state the year acquired**, for the computation of depreciation.
  - e. In the declaration of **Liabilities**, the outstanding balance as of December 31 of the preceding year shall be declared.
  - f. Requiring the **signature of spouse**- the properties of the declarant’s spouse are required by law to be disclosed; hence, he/she is required to certify the correctness of such declaration. If not available, the declarant may state working abroad, in Manila, or separated with an attach explanation why no signature of spouse is present in the form.



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Other Matters:

- Please refer to corrected copy - Personal Copy or School Copy of the previous SALN to avoid returning back of the form for corrections.
- Please do not put SGD. before the name, signatures should be original in the SALN Form.
- May we request that ADAS, AO II or AO IV or School Heads to have their initial below the name of Person Administering Oath, to testify they check the correct entries of the SALN Form.
- Big schools should submit 5 copies (Personal File, School File, 201 File , ISO File and Ombudsman File)
- Small schools may submit 5 copies in 1 folder only.

Deadline for submission will be on **February 25, 2022.**