



Republic of the Philippines  
 Department of Education  
 Region V (Bicol)  
**DIVISION OF CATANDUANES**  
 Virac, Catanduanes



MEMORANDUM TO: Education Program Supervisors  
 : Section Chiefs  
 : Public Schools District Supervisors  
 : Elementary and Secondary School Heads

FROM : *JLD*  
**JOSE L. DONCILLO, CESO VI**  
 OIC-Schools Division Superintendent

SUBJECT : Submission of the CY 2013 Statement of Assets, Liabilities  
 And Net Worth (SALN)

DATE : February 6, 2014

**RECEIVED**  
 Department of Education  
 Division of Catanduanes  
**RECORDS SECTION**  
 FEB 06 2014  
 4:15 PM

In compliance with Article XI, Section 17 of the 1987 Constitution and Section 8 of R.A. 6713, you are hereby requested to submit the CY 2013 SALN of your employees not later than **March 30, 2014**. It shall be submitted:

1. In four (4) copies alphabetically arranged and placed in four (4) different folders properly labelled (Ombudsman's Copy; Personnel's Copy; School's Copy and Employee's Copy).
2. Each folder shall contain a checklist of employees using the format below:

Name of Employee/s (Alphabetically arranged)	SALN filed	Date filed	Non - Compliant Employee

Likewise, Certification of Compliance of CY 2013 SALN Submission/Filing shall also be submitted using the attached form.

For strict and immediate compliance.

**CERTIFICATION OF COMPLIANCE  
SALN Submission/Filing**

This certifies that the \_\_\_\_\_ fully satisfies the Statement of Assets, Liabilities and Net Worth (SALN) requirement of the Performance-Based Incentive System for Fiscal Year 2013.  
(name of school)

This also attests that all submission of the agency concerned with the appropriate receiving entity has substantially complied with the minimum requisites for content and formalities prescribed under Republic Act 6713 and its Implementing Rules and Regulations, which are follows:

- a) Basic Information
- b) Assets (Real Properties and Personal Properties)
- c) Liabilities
- d) Net Worth
- e) Financial Connections and Business Interests
- f) Relatives in the Government

This further certifies that out of \_\_\_\_\_ employees from this School, \_\_\_\_\_ employees have completed and filed their SALN as reflected below:

SCHOOL	NO. OF EMPLOYEES	NO. OF EMPLOYEES WITH DULY ACCOMPLISHED AND SUBMITTED SALN	PERCENTAGE OF COMPLIANCE (%)

IN WITNESS WHEREOF, we have hereunto affixed our signatures on the \_\_\_\_ day of \_\_\_\_\_ 2013 at (City/Municipality) Philippines.

\_\_\_\_\_  
**Chairman**  
School Review and Compliance Committee

\_\_\_\_\_  
**Schools Division Superintendent**