




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



October 19, 2013

**MEMORANDUM**

**TO :** Public Schools District Supervisors  
Secondary School Heads

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

**SUBJECT:** Submission of Certification of Compliance with the submission and Review of the FY 2012 Statement of Assets, Liabilities and Net Worth (SALN)

**Date :** October 19, 2013

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In compliance of the unnumbered regional memorandum dated October 11, 2013 **“Submission of Certification of Compliance with the submission and Review of the FY 2012 Statement of Assets, Liabilities and Net Worth (SALN)”** you are hereby requested to submit the following not later than **October 21, 2013** using the attached forms: A (for PSDS) and B (for Secondary School Heads) :

1. Consolidated certification of compliance of your respective districts (PSDS) and Schools (Secondary School Heads).
2. Consolidated certification of the NON compliant employee in your district/school.

For strict and immediate compliance.

## CERTIFICATION OF COMPLIANCE SALN Submission/Filing

This certifies that the \_\_\_\_\_ fully satisfies the Statement of Assets,  
(name of district)

Liabilities and Net Worth (SALN) requirement of the Performance-Based Incentive System for Fiscal Year 2013. 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 District, \_\_\_\_ 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 (%)	Signature of the Chairman (School Review & Compliance Committee)

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

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

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

**CERTIFICATION OF COMPLIANCE  
SALN Submission/Filing**

This certifies that the \_\_\_\_\_ fully satisfies the Statement of Assets,  
(name of school)

Liabilities and Net Worth (SALN) requirement of the Performance-Based Incentive System for Fiscal Year 2013. 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**

**CERTIFICATION OF NON-COMPLIANCE  
SALN Submission/Filing**

SCHOOL	NO. OF EMPLOYEE	NO. OF NON-COMPLIANT EMPLOYEE/S	NO. OF NON-COMPLIANT EMPLOYEE/S	PERCENTAGE OF NON-COMPLIANCE	SIGNATURE OF SCHOOL HEAD

\_\_\_\_\_  
Public Schools District Supervisor

Note : A certification of 100% compliance shall be submitted in case of an absence of non-compliant employee.

**CERTIFICATION OF NON-COMPLIANCE**  
**SALN Submission/Filing**

SCHOOL	NO. OF EMPLOYEE	NO. OF NON-COMPLIANT EMPLOYEE/S	NO. OF NON-COMPLIANT EMPLOYEE/S	PERCENTAGE OF NON-COMPLIANCE	SIGNATURE OF SCHOOL HEAD

\_\_\_\_\_  
School Head

Note : A certification of 100% compliance shall be submitted in case of an absence of non-compliant employee.