



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

07 Jan 2022

DIVISION MEMORANDUM
No. 010, s. 2022

**SUBMISSION OF STATEMENT OF ASSETS, LIABILITIES AND NET WORTH
(SALN) AS OF DECEMBER 31, 2021**

To: **Asst. Schools Division Superintendent**
Chief CID, SGOD
PSDS, Education Program Supervisors
All Public Elementary & Secondary School Heads
All Others Concerned
This Division

1. This is to remind all employees on the submission of their Statement of Assets, Liabilities and Net Worth (SALN) **as of December 31, 2021**. All are requested to submit their SALN **on or before February 28, 2022**.
2. All employees are reminded that the submission of a SALN is required by law under Article XI Section 17 of the 1987 Constitution and Section 8 of Republic Act No. 6713, the "Code of Conduct and Ethical Standards for Public Officials and Employees." Failure to file the SALN warrants the suspension of one to six months for the first offense, and dismissal from service for the second offense.
3. Soft copy of the SALN form, including the guide in filling out the form, may be downloaded from the Division Website under Downloadable Forms. This is to ensure that the form used across the Division is uniform and correctly filled out by all the employees.
4. Received documents shall be reviewed before approval. Any document not found to be in order shall be returned immediately, without action. Below are the authorized signatories for SALN:

DOCUMENT	INITIAL (review)	FULL SIGNATURE (approval)
SALN	Jeffrey M. Martinez	Olga C. Alonsabe

5. Any clarification may be addressed to Ms. Remy Jane M. Macana from the Admin-Personnel Office thru this email address: remyjane.macana@deped.gov.ph.



Address: Zone 3, Poblacion, El Salvador City | Tel. No. (088) 855-0113
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6. This Office shall adhere to Equal Opportunity Principle (EOP) in reviewing the SALNs received and attending to clarification/queries relative to SALN. Hence, all decisions and actions on SALN shall be based solely on guidelines set forth for SALN, with no discrimination on the account of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity or political affiliation.
7. For information, guidance and strict compliance.

OLGA C. ALONSABE, PhD, CESE
Schools Division Superintendent

To be indicated in the Perpetual Index
Under the following subjects:

EMPLOYEES FORM POLICY PROCEDURE



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