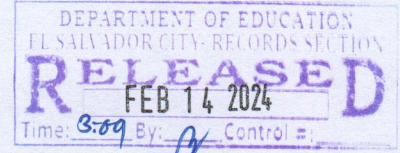




Republic of the Philippines
 Department of Education
 REGION X – NORTHERN MINDANAO
 SCHOOLS DIVISION OF EL SALVADOR CITY



14 Feb 2024

DIVISION MEMORANDUM
 No. 070, s. 2024

CREATION OF A SCHOOL-BASED STATEMENT OF ASSETS, LIABILITIES AND NET WORTH (SALN) REVIEW AND COMPLIANCE COMMITTEE FOR DEPED DIVISION OF EL SALVADOR CITY

To: **Asst. Schools Division Superintendent**
All Public Elementary & Secondary School Heads
All Others Concerned
 This Division

- Pursuant to CSC Resolution No. 060231 dated February 6, 2016, amending and clarifying Rule VIII of the Rules Implementing Republic Act No. 6713 on the review and compliance of the SALN, and CSC Resolution No. 1300455 on the Review and Compliance Committee for the Statement of Assets, Liabilities and Net Worth, a Review and Compliance Committee in the School Level in DepEd Division of El Salvador City is hereby created, as follows:

Chairperson: **NAME OF SCHOOL HEAD**
 Position/Designation

Members: **ASSIGNED ADMIN OFFICER II**
 Administrative Officer II

Secretariat: **NAME OF ADMIN ASSISTANT**
 Administrative Assistant III/II


- The Review and Compliance Committee shall perform the following functions:
 - The secretariat shall receive the submitted SALNs from the field and takes note on who submitted on time. As separate Memo is issued on the set deadline of submission.
 - The Review and Compliance Committee shall set a schedule to review and evaluate if submitted SALN are filled out with correct information.





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- c. The committee shall prepare a list of all filer employees, in alphabetical order, to be submitted to the Office of the Ombudsman on or before every April 30 of every year.
 - i. Those who filed their SALNs with complete data;
 - ii. Those who filed their SALNs with incomplete data; and
 - iii. Those who did not file their SALNs
 - d. The committee shall prepare a compliance order to employees who fall under c.ii and c.iii of this memo and likewise prepares a show-cause order to those who failed to submit within three (3) days (non-extendable) after issuance of the compliance order.
 - e. in addition to the document stated in #2 section c, a signed copy of memorandum order on the composition of the School-based SALN Review committee shall also be submitted.
3. All are reminded that this Office adheres to Equal Opportunity Principle (EOP) in reviewing the SALN, with no discrimination on the account of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.
4. For information, guidance and strict compliance.


RANDOLPH B. TORTOLA
Schools Division Superintendent

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

EMPLOYEES FORM POLICY PROCEDURE



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