

# Republic of the Philippines Department of Education Region XVIII, Negros Island Region DIVISION OF NEGROS ORIENTAL



Dumaguete City

February 08, 2017

**DIVISION MEMORANDUM** 

No. 41,

s. 2017

### SUBMISSION OF SWORN STATEMENT OF ASSETS, LIABILITIES AND NET WORTH (SALN) FORMS AS OF DECEMBER 31, 2016

TO: Assistant Schools Division Superintendent Chief, Education Supervisor for CID/SGOD Education Program Supervisors/Coordinators Public Schools District Supervisors/District -In-Charge Public Elem./Secondary Schools Administrators Teaching/Non-Teaching Personnel

- 1. All concerned are reminded to submit a true, detailed and Sworn Statement of Assets, Liabilities and Net Worth (SALN) Forms as of December 31, 2016, using the attached revised form as of January 2015.
- 2. In order to have uniformity in the submission of the SALN forms to the **Office of the Ombudsman Visayas**, the list of all teachers/employees by school/office shall be prepared using the attached form, together with the accomplished SALN forms. The deadline for submission of these forms to this Office c/o the Administrative Officer, is on **March 10, 2017**.
- 3. It is expected that 100% of personnel (*including those who are on leave of absence*) as of December, 2016, shall be able to submit their SALNs on time. The offense of failure to file SALN or those who submit their SALNs beyond time is punishable under Section 46(D)(8) of Rule X thereof, with the following penalties:

1st Offense -

Suspension of one (1) month and

one (1) day to six (6) months

2<sup>nd</sup> Offense

Dismissal from the service

4. Immediate and widest dissemination of this Memorandum is desired.

SALUSTIANO T. JIMENEZ, CESO VI

OIC – Office of the Assistant Regional Director & Cuncurrent OIC – Officer of the Schools Division Supt.

Incl.: As stated.

/lpsar.

#### **SUMMARY SHEET**

## (FOR THE SUBMISSION OF SWORN STATEMENT OF ASSETS, LIABILITIES AND NET WORTH FORMS AS OF DECEMBER 31, 2016)

District: School:				
			No. of Person	nnel :
				Forms:
NO.	NAME	Position as Per Plantilla (Indicate also if	Grade Level/ Year Level	NETWORTH
110.	NAME	TIC/OIC)	Teal Level	NEIWORIII
		,		
		Submitted l	oy:	
				/District-In-Charge
Instructions	••		1	zaic

- 1. Please use: short bond paper for the summary sheet, and long bond paper for the SALN form
- 2. The list of personnel and their SALN forms should be arranged/listed by school. There must be one (1) summary sheet for every school
- 3. The no. of personnel must be equal to the no. of SALN forms, hence, joint filers must each submit a copy of their joint SALNs
- 4. Submit 2 copies in 2 folders (color red) for elementary level and 2 copies in 2 folders (color blue) for secondary level
- 5. Submission must be by district

### SWORN STATEMENT OF ASSETS, LIABILITIES AND NET WORTH

	: Husband and wife u	Ioint Filing	l Separate Fil	ing 🔲 Not Ap	эрисари	е	
DECLARANT:	(Family Name)	(First Name)	(M.I.)	POSITION: AGENCY/OFFICE: OFFICE ADDRESS:			
DDRESS.				OFFICE ADDRESS:			
POUSE:	(Family Name)	(First Name)		POSITION: AGENCY/OFFICE: OFFICE ADDRESS:			
UNMARRII	ED CHILDREN BI	ELOW EIGHTEEN ( ME	18) YEARS O	F AGE LIVING	IN DEC		HOUSEHOLI
. ASSETS	(Including	g those of the spouse	and unmarri	D NETWORTH led children belot ant's household)		een (18)	
a. Real	Properties*						
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	KIND  (e.g. residential, commercial, industrial, agricultural and mixed		VALUE (As found in t	MARKET VALUE the Tax Declaration of		He 21 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	
DESCRIPTION e.g. lot, house and lot, condominium	KIND  (e.g. residential, commercial, industrial, agricultural and mixed		VALUE (As found in t	MARKET VALUE the Tax Declaration of		He 21 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	
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(Person Administering Oath)
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