



Republic of the Philippines
Department of Education
REGION XII
SCHOOLS DIVISION OF SOUTH COTABATO

Office of Schools Division
Superintendent

27 Feb 2024

DIVISION MEMORANDUM
OSDS No. **036** s. 2024

SUBMISSION OF SWORN STATEMENT OF ASSETS, LIABILITIES AND NETWORTH (SALN) AS OF 2023, SUMMARY LIST OF FILERS, CERTIFICATE OF COMPLIANCE, CERTIFICATE OF FAILURE TO SUBMIT SALN

To: SDO Personnel
Public Schools District Supervisors/Principals In-Charge
Public Elementary and Secondary School Heads
All Others Concerned

1. Adherence to Republic Act 6713 otherwise known as the **Code of Conduct and Ethical Standards for Public Officials and Employees**, all Personnel of this Division are directed to submit the following documents to the Schools Division Office:

- a. Printed and duly notarized Sworn Statement of Assets, Liabilities and Networth (SALN) as of December 31, 2023,
- b. Summary List of Filers (Attachment A),
- c. Certificate of Compliance (Attachment B), and
- d. Certificate of Failure to Submit SALN (Attachment C)

2. Further, all SDOSC personnel are reminded of these guidelines in filling out their individual SALN and submission with all other required documents:

- a. Spouses both working in the government can file jointly or separately. If spouse is not in the public office, he or she is still required to sign the SALN;
- b. Use of blue inked ballpen in affixing signature;
- c. These shall be the signatories in the attachment A, B, & C.

Document	Prepared by	Noted
Attachment A:	Administrative Officer II	Schools Division Superintendent
Attachment B:	School Review and Compliance Committee Chairperson: School Head	NA



Address: Alunan Avenue, Koronadal City, South Cotabato 9506
Telephone Number: (083)228-3801
Email Address: south.cotabato@deped.gov.ph



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	Members: Administrative Officer II Teacher Representative	
Attachment C:	Certification School Head	Sworn and Subscribe Schools Division Superintendent

- d. All documents to be submitted shall be in original copy and in triplicate with each set arranged in a separate folder;
- e. Names indicated in attachment A shall be in alphabetical order;
- f. Submission of SALN and attachments A, B, & C.
- i. SALN shall be submitted to school Administrative Officer II or in charge;
- ii. School Administrative Officer II or in charge shall:
1. consolidate all SALN received from school personnel;
 2. prepare the school attachments A, B, and C
 3. submits SALN with attachments A, B, and C to the Schools Division Office
- iii. SDO Personnel
1. Submits SALN to Administrative Services-Personnel Section, SALN in charge.
 2. Administrative Services-Personnel Section shall:
 - a. Consolidate SALN received from SDO personnel
 - b. prepare the school attachments A, B, and C
3. The following shall be the timelines for submission:
- March 15, 2023** - Submission of SALN to school in charge
- April 2, 2023** - Submission of SALN with attachments A, B, and C to Schools Division Office
4. The SALN Form (Revised as of January 2015), Attachments A, B, and C are attached for your ready reference.
5. For inquiries regarding this memorandum, you may contact the Administrative Services- Personnel Unit, through messenger, or through telephone number 228-3742.



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6. Immediate dissemination of this memorandum is directed.


LEONARDO M. BALALA, CESO V
Schools Division Superintendent

Encl.: As stated

Reference: N o n e

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

SALN REQUIREMENTS

ALA/DM- submission of sworn statement of assets, liabilities and networth (SALN)
as of 2023, summary list of filers, certificate of compliance, certificate of
failure to submit saln
0000/February 27, 2024