



Republic of the Philippines
Department of Education

REGION XII

SCHOOLS DIVISION OF SOUTH COTABATO

Office of Schools Division
Superintendent

13 Feb 2025

DIVISION MEMORANDUM
OSDS No. 030, s. 2025

SUBMISSION OF SWORN STATEMENT OF ASSETS, LIABILITIES AND NETWORTH (SALN) AS OF 2024, SUMMARY LIST OF FILERS, CERTIFICATE OF COMPLIANCE, CERTIFICATE OF FAILURE TO SUBMIT SALN

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

1. In 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, 2024,
- 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 SDSC 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 signatures;
- c. These shall be the signatories in the attachment A, B, and C



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



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

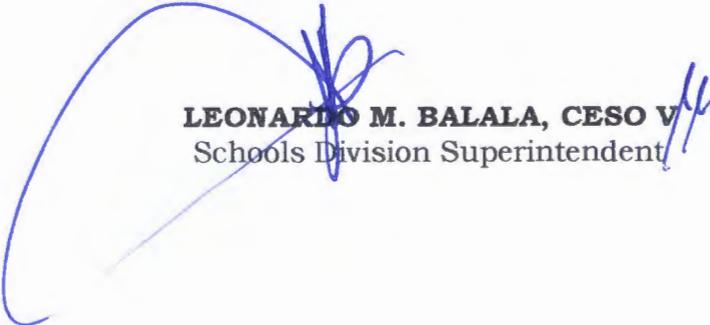


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SCHOOLS DIVISION OF SOUTH COTABATO

- b. prepare the school attachments A, B, and C
3. The following shall be the timelines for submission:
 - a. **February 21, 2025** - Submission of SALN to school in charge
 - b. **March 03, 2025** - 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 Office of the Administrative Officer V (Administrative Services) at email address: adminoffice.southcotabato@deped.gov.ph.
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

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

0000/February 13, 2025

Summary List of Filers
Statement of Assets, Liabilities and Net Worth
Calendar Year 2024

ATTACHMENT A

Schools Division of South Cotabatao

No.	NAME OF EMPLOYEE (in Alphabetical Order)			TIN	Position	Net Worth	If spouse is with government service, PLEASE INDICATE NAME OF SPOUSE / EMPLOYER / ADDRESS	Please check (√) if Joint Filing
	Last Name	First Name	Middle Name					
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								

Total Number of Filers:

Total Number of Personnel Complement:

Prepared by:

Noted by:

Chief/Head of Personnel Division/Administrative Division/HRM

LEONARDO M. BALALA, CESO V

Head of Agency

Position:

Position: Schools Division Superintendent

Email Address:

Email Address:

Contact No.

Contact

Date:

Date:



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~~SCHOOLS DIVISION OF SOUTH COTABATO~~

Attachment B

Summary List of Filers
Statement of Assets, Liabilities and Net Worth
Calendar Year 2024

CERTIFICATION

This is to certify that the SALNs submitted/included in the Summary List of Filers were reviewed and found compliant by the Review and Compliance of this Office.

Further, the review was made in accordance with the review and compliance procedure in filing and submission of SALNs pursuant to CSC Memorandum Circular No. 10, series of 2006 (as amended by CSC Resolution No. 1300455 promulgated on March 04, 2013).

Issued on -----

Chairperson

Member

Member



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Attachment C

CERTIFICATION

This is to certify that the following officials/employees of this Office have **FAILED** to submit their Statement of Assets, Liabilities and Net Worth and Disclosure of Business Interests and Financial Connections for the year **2024** as required under Section 8 of Republic Act No. 6713 as implemented by Memorandum circular issued by the Office of the Ombudsman on June 21, 1995.

Name of Official / Employee (in Alphabetical Order)	Designation / Position	Remarks
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NONE

This certification being issued for whatever legal purpose it may serve.

Place and Date of Issuance

Administrative/Personnel Head

SUBSCRIBED AND SWORN TO before me this _____ day of _____, 20____ at _____.

LEONARDO M. BALALA, CESO V

Administering Officer