



Republic of the Philippines
Department of Education
Cordillera Administrative Region
DIVISION OF BAGUIOCITY
82 Military Cut-Off, Baguio City
Tel. No.: (074) 442-7819



February 15, 2017

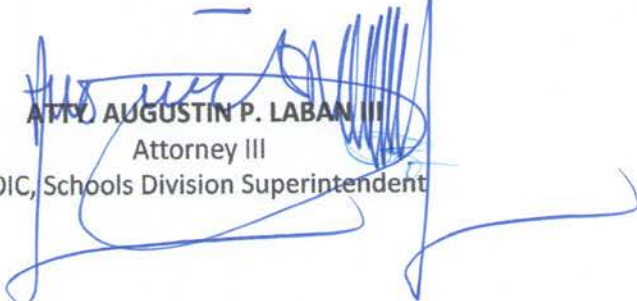
SUBMISSION OF SWORN STATEMENT OF ASSETS AND LIABILITIES (SALN) 2016

DIVISION MEMORANDUM

No. 57, s. 2017

TO: All Office of the Schools Division Superintendent
Curriculum Implementation Division
School Governance & Operation Division
Public Elementary and Secondary School Principals/School Heads
Head Teachers/Department Heads
All Public Elementary and Secondary Teachers
Non- Teaching Personnel
All Others Concerned

1. Pursuant to Republic Act No.6713 which mandates all public officers and employees to declare annually a true, detailed and sworn statement of their assets, liabilities and net worth, **all the permanent DepEd Employees** (teaching and non teaching personnel) are required to submit their SALN as of December 31, 2016 in **triplicate copies** on or before **March 31, 2017**.
2. Attached herewith is the prescribed form of Sworn Statement of Asset and Liabilities as required by R.A. 6713.
3. Anent to this, the school heads shall consolidate and submit a "**summary of the list of teachers and non teaching personnel**" who submitted their SALN 2016.
4. Immediate dissemination and strict compliance of this memorandum to all concerned is enjoined.


ATTY. AUGUSTIN P. LABAN III
Attorney III
OIC, Schools Division Superintendent

SWORN STATEMENT OF ASSETS, LIABILITIES AND NET WORTH

As of _____

(Required by R.A. 6713)

Note: Husband and wife who are both public officials and employees may file the required statements jointly or separately.

Joint Filing
 Separate Filing
 Not Applicable

DECLARANT: _____
 (Family Name) (First Name) (M.I.)

POSITION: _____
AGENCY/OFFICE: _____
OFFICE ADDRESS: _____

ADDRESS: _____

SPOUSE: _____
 (Family Name) (First Name) (M.I.)

POSITION: _____
AGENCY/OFFICE: _____
OFFICE ADDRESS: _____

UNMARRIED CHILDREN BELOW EIGHTEEN (18) YEARS OF AGE LIVING IN DECLARANT'S HOUSEHOLD

NAME	DATE OF BIRTH	AGE
_____	_____	_____
_____	_____	_____
_____	_____	_____

ASSETS, LIABILITIES AND NETWORTH

(Including those of the spouse and unmarried children below eighteen (18) years of age living in declarant's household)

1. ASSETS

a. Real Properties*

DESCRIPTION <small>(e.g. lot, house and lot, condominium and improvements)</small>	KIND <small>(e.g. residential, commercial, industrial, agricultural and mixed use)</small>	LOCATION	ASSESSED VALUE	CURRENT FAIR MARKET VALUE	ACQUISITION		ACQUISITION COST
			(As found in the Tax Declaration of Real Property)	YEAR	MODE		

Subtotal: _____

b. Personal Properties*

DESCRIPTION	YEAR ACQUIRED	ACQUISITION COST/AMOUNT

Subtotal : _____

TOTAL ASSETS (a+b): _____

2. LIABILITIES*

NATURE	NAME OF CREDITORS	OUTSTANDING BALANCE

TOTAL LIABILITIES: _____

NET WORTH : Total Assets less Total Liabilities = _____

* Additional sheet/s may be used, if necessary.