



Republic of the Philippines
Department of Education
Cordillera Administrative Region
DIVISION OF BAGUIO CITY
#82 Military Cut-off Road, Baguio City



DIVISION MEMORANDUM

No. 046 S. 2018

TO : Assistant Schools Division Superintendent
SGOD and CID Chiefs
Education Program Supervisors
Public Schools District Supervisors
School Heads
Elementary/Secondary School Teachers
All National Paid Employees

FROM : **FEDERICO P. MARTIN, EdD, CEEd, CESO V**
Schools Division Superintendent

SUBJECT : SUBMISSION OF SALN

DATE : January 14, 2019

1. Pursuant to Section 8 of Republic Act 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 **NATIONAL PAID** employees are required to submit three (3) original signed copies of their **STATEMENT OF ASSETS, LIABILITIES AND NETWORTH** as of December 31, 2018 to the Records Section, on or before **JANUARY 31, 2019**.
2. Submission of SALN shall be done per school, arranged alphabetically, and filed in 3 separate folders. Please follow attached Form and format for transmittal.
3. To facilitate early submission of SALN to the Office of the Ombudsman, the following are given the authority to administer the oath for said SALN Form:
ELEMENTARY & SECONDARY SCHOOL PRINCIPALS – all teaching and non-teaching personnel in their respective schools.
ADMINISTRATIVE OFFICER V – for Elementary & Secondary School Principals, Public School District Supervisors, Division Office Personnel, and all teaching and non-teaching personnel of schools handled by OICs.
4. SALN, Compliance Certificate & Transmittal shall be scanned and saved in a CD. (Scanners are provided at the Division Office Training Center. IT Coordinators of the respective schools should bring their DepEd Issued Laptops on the scheduled day of scanning. Please see attached schedule for scanning of SALN.)
5. For **STRICT COMPLIANCE**.

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: _____

ADDRESS: _____

AGENCY/OFFICE: _____

OFFICE 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>	EXACT 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): _____

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



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CERTIFICATE OF COMPLIANCE

SALN Submission/Filing

This is to certify that ___(no. of employees)___ out of ___(no. of employees)___ of _____(name of school)_____ covered by RA 6713 have filed their Statement of Assets, Liabilities and Net Worth (SALN) for FY2018. The agency has forwarded/filed all SALNs with the appropriate receiving entity in accordance with RA 6713 and its implementing rules and regulations.

This also attests that the submission of this agency's employees have substantially complied with the minimum requisites for content and formalities prescribed under Republic Act 6713 and its implementing Rules and Regulations, which are as follows:

- a.) Basic Information
- b.) Assets (Real Properties and Personal Properties)
- c.) Liabilities
- d.) Net Worth
- e.) Financial Connections and Business interests
- f.) Relatives in the Government

Lastly, this certifies that this agency has already executed appropriate action against those who failed to comply with RA 6713 and have no justifiable reason not to comply.

IN WITNESS WHEREOF, we have hereunto affixed our signatures on the ____ of _____, 2019 at Baguio City, Philippines.

SIGNATURE OVER PRINTED NAME OF SCHOOL HEAD

Representative



Department of Education
Cordillera Administrative Region
DIVISION OF BAGUIO CITY



The Deputy Ombudsman for Luzon
Quezon City

Sir/Madam:

I have the honor to submit herewith the SWORN STATEMENT OF ASSETS,
LIABILITIES AND NETWORTH (SALN) as of DECEMBER 31,2018 of the Teachers and Employees
of **(NAME OF SCHOOL)**, Baguio City, to wit:

NO.	NAME	SG	POSITION	TIN	NETWORTH
1					
2					
3					

Very truly yours,

SIGNATURE OVER PRINTED NAME OF SCHOOL HEAD



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Cordillera Administrative Region
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SCHEDULE FOR SCANNING OF SALN

ELEMENTARY		
STATION CODE	SCHOOL	DATE
1	DONA AURORA ELEMENTARY SCHOOL	FEBRUARY 4-6, 2019
2	BAGUIO CENTRAL SCHOOL	
3	BONIFACIO ELEMENTARY SCHOOL	
4	MABINI ELEMENTARY SCHOOL	
5	ELPIDIO QUIRINO ELEMENTARY SCHOOL	
6	LOAKAN ELEMENTARY SCHOOL	
7	LUCBAN ELEMENTARY SCHOOL	
8	MANUEL QUEZÓN ELEMENTARY SCHOOL	
9	RIZAL ELEMENTARY SCHOOL	
10	MAGSAYSAY ELEMENTARY SCHOOL	
11	FORT DEL PILAR ELEMENTARY SCHOOL	
12	DIVISION OFFICE	
13	ROXAS ELEMENTARY SCHOOL	FEBRUARY 7-8 & 14-15, 2019 (1-5PM)
14	AGUINALDO ELEMENTARY SCHOOL	
15	JOSE P. LAUREL ELEMENTARY SCHOOL	
16	STO. TOMAS ELEMENTARY SCHOOL	
17	SAN VICENTE ELEMENTARY SCHOOL	
18	DONA NICASIA ELEMENTARY SCHOOL	
19	PINSAO ELEMENTARY SCHOOL	
20	JOSEFA CARIÑO ELEMENTARY SCHOOL	
21	QUEZON HILL ELEMENTARY SCHOOL	
22	DON MARIANO MARCOS ELEMENTARY SCHOOL	
23	SPED CENTER	
24	LINDAWAN ELEMENTARY SCHOOL	
25	PACDAY QUINIO ELEMENTARY SCHOOL	
26	ALFONSO TABORA ELEMENTARY SCHOOL	
27	GIBRALTAR ELEMENTARY SCHOOL	
28	PINGET ELEMENTARY SCHOOL	
29	BAKAKENG ELEMENTARY SCHOOL	
30	SAN CARLOS ELEMENTARY SCHOOL	FEBRUARY 18-21, 2019 (1-5PM)
31	DONTOGAN ELEMENTARY SCHOOL	
32	DONA AURORA H. BUENO ELEMENTARY SCHOOL	
33	DOMINICAN-MIRADOR ELEMENTARY SCHOOL	
34	CAMP 7 ELEMENTARY SCHOOL	
35	HAPPY HOLLOW ELEMENTARY SCHOOL	
36	QUIRINO HILL ELEMENTARY SCHOOL	
37	ADIWANG ELEMENTARY SCHOOL	
38	CRYSTAL CAVE ELEMENTARY SCHOOL	
39	SAN LUIS ELEMENTARY SCHOOL	
40	KIAS ELEMENTARY SCHOOL	
41	SPRINGHILLS ELEMENTARY SCHOOL	
42	COUNTRY CLUB ELEMENTARY SCHOOL	
43	BROOKSPPOINT ELEMENTARY SCHOOL	
44	HOLY GHOST ELEMENTARY SCHOOL	
45	IRISAN ELEMENTARY SCHOOL	
46	FAIRVIEW ELEMENTARY SCHOOL	



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SCHEDULE FOR SCANNING OF SALN

SECONDARY		
STATION CODE	SCHOOL	DATE
501	DOÑA AURORA NHS	FEBRUARY 6-7, 2019 (8AM-12NN)
509	RIZAL NHS	
510	GUISAD VALLEY NHS	
511	JOAQUIN SMITH NHS	
512	MAGSAYSAY NHS	
513	PINSAO NHS	
514	MIL-AN NHS	
515	ROXAS NHS	
516	STO TOMAS NHS	
517	SAN VICENTE NHS	
521	QUEZON HILL NHS	FEBRUARY 14-15, 2019 (8AM-12NN)
524	LINDAWAN NHS	
528	PINGET NHS	
529	BAKAKENG NHS	
533	DOMINICAN-MIRADOR NHS	
535	HAPPY HOLLOW NHS	
	BCHS	
	IRISAN NHS	FEBRUARY 18-21, 2019 (8AM-12NN)
	STAND ALONE	