

Republic of the Philippines  
**Department of Education**  
CORDILLERA ADMINISTRATIVE REGION  
SCHOOLS DIVISION OF BAGUIO CITY

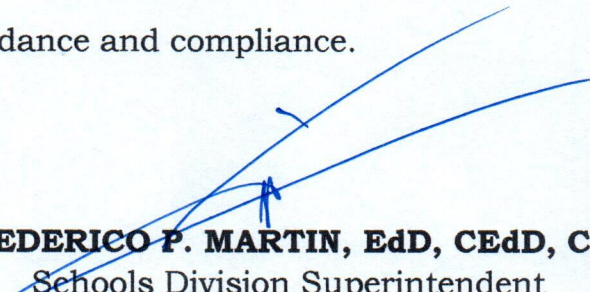
February 3, 2022

DIVISION MEMORANDUM  
No. 039, s. 2022

**SUBMISSION OF 2021 STATEMENT OF ASSETS, LIABILITIES AND  
NETWORTH (SALN) AND INCOME TAX RETURN (ITR)**

To: All SDO Personnel  
Public School Heads  
Schools Teaching and Non-Teaching Personnel  
Others Concerned

1. Pursuant to the provisions of the Implementing Rules & Regulations of RA No. 6713 (Code of Conduct and Ethical Standards of Public Officials & Employees), this office directs all **REGULAR** employees to submit **three (3) originally signed** copies of Statement of Assets, Liabilities, and Networth (SALN) as of December 31, 2021. Enclosed is the schedule of submission.
2. In addition, all permanent employees of this Division are advised to submit BIR 2316 to the Personnel Section on or before February 11, 2022. Enclosed is the instruction in filling out the said Form.
3. For information, guidance and compliance.

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

References: OMB MC 1, s.2018  
National Internal Revenue Code of 1997



"DepEd SDO Baguio City: We Serve, We Care."

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**Enclosure 1. SALN SCHEDULE OF SUBMISSION**

| DATE OF SUBMISSION        | DISTRICT     | SCHOOLS  |
|---------------------------|--------------|--|
| FEBRUARY 21-25, 2022      | District I   | Gibraltar ES<br>Rizal ES<br>Rizal NHS<br>Lindawan ES<br>Lindawan NHS<br>Baguio Country Club ES<br>Manuel L. Quezon ES    |
| FEBRUARY 28-March 4, 2022 | District II  | Happy Hollow ES<br>Happy Hollow NHS<br>Springhills ES<br>Kias ES<br>Fort del Pilar ES<br>BCNHS – Fort del Pilar Annex    |
| MARCH 07-11, 2022         | District III | Loakan ES<br>Mil-An NHS<br>Laurel ES<br>BCNHS – Hillside Annex<br>BCNHS – Main Campus<br>Baguio SPED Center<br>Camp 7 ES |
| MARCH 14-18, 2022         | District IV  | Doña Aurora ES<br>Doña Aurora NHS<br>Doña Nicasia ES<br>Don Mariano Marcos ES<br>Brookspoint ES<br>Mabini ES             |
| MARCH 21-25, 2022         | District V   | Dontogan ES<br>Adiwang ES<br>Sto. Tomas ES<br>Sto. Tomas NHS<br>Crystal Cave ES<br>Roxas ES<br>Roxas NHS                 |



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| DATE OF SUBMISSION     | DISTRICT      | SCHOOLS   |
|------------------------|---------------|---|
| MARCH 28-APRIL 1, 2022 | District VI   | Josefa Cariño ES<br>Baguio Central School<br>Pines City NHS<br>Dominican-Mirador ES<br>Dominican-Mirador NHS<br>Aguinaldo ES<br>San Luis ES |
| APRIL 04-08, 2022      | SDO Baguio    | Division Office Employees<br>(National Paid)  |
| APRIL 11-15, 2022      | District VII  | Irisan ES<br>Irisan NHS<br>BCNSHS<br>Elpidio Quirino ES<br>Quezon Hill ES<br>Quezon Hill NHS<br>San Carlos Heights ES                       |
| APRIL 18-22, 2022      | District VIII | Pinsao ES<br>Pinsao NHS<br>Bonifacio ES<br>Guisad Valley NHS<br>Fairview ES<br>Lucban ES<br>Holyghost Ext. ES                               |
| APRIL 25-29, 2022      | District IX   | Tabora ES<br>Magsaysay ES<br>Magsaysay NHS<br>Quirino Hill ES<br>Pinget ES<br>Pinget NHS  |
| MAY 02-06, 2022        | District X    | Joaquin Smith NHS<br>Pacday Quinio ES<br>Bakakeng ES<br>Bakakeng NHS<br>San Vicente ES<br>San Vicente NHS<br>Doña Aurora H. Bueno ES        |



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**Enclosure 2:**

**BIR 2316 INSTRUCTIONS:**

- Pls fill out:
  - Registered address (no. 6)
  - Zip code (no. 6a)
  - Local home address (no. 6b)
  - Zip code (no. 6c)
  - Foreign address (no. 6d). Type "n/a" if none
  - Date of birth (no. 7)
  - Contact number (no. 8)
  - CTC no., place of issue, date issued and amount paid
- Sign at no. 52 & no. 54
- Pls. fill up date signed
- Submit 1 copy of **BIR 2316 & transmittal** on or before **February 11, 2022**

PLS. SEE IMAGE BELOW.



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