



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

DEPED DIVISION OFFICE
BAGUIO CITY

RELEASED
DATE: JAN 26 2023
TIME: _____
BY: nr

January 26, 2023

DIVISION MEMORANDUM
No. 032, s. 2023

**SUBMISSION OF 2022 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 their originally signed and duly notarized Statement of Assets, Liabilities, and Networth (SALN) as of December 31, 2022 in three (3) copies on or before March 31, 2023.
2. In addition, all employees are advised to submit one (1) copy of their accomplished Income Tax Return (BIR Form No. 2316) to the Personnel Section on or before February 6, 2023. Please refer to the enclosed instructions in filling out the aforementioned Form.
3. For guidance and strict 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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Issued on 12/27/20



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Enclosure to Division Memorandum No. 032, S-2023

BIR FORM NO. 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/Valid ID No. of Employee, place of issue, date issued and amount paid, if CTC
 - Date signed (no. 52)
- Sign at no. 52 & no. 54
- Submit 1 copy of accomplished BIR 2316 with transmittal list (see template below)

TRANSMITTAL LIST

N O	NAME OF EMPLOYEE	TIN NO.	AMOUNT OF COMPENSATION (NO. 50)	TAX DUE WITHHELD AND REMITTED (NO. 26)
***arrange alphabetically (last name, first name, middle initial)				
1	KULASA, MARIA Q.	555-666-777-000	317, 378.96	13,465.76
2				



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