



Republic of the Philippines  
**Department of Education**  
 Cordillera Administrative Region  
**SCHOOLS DIVISION OFFICE OF BAGUIO CITY**



February 05, 2025

DIVISION MEMORANDUM  
 No. 102-2025

**SUBMISSION OF 2024 STATEMENT OF ASSETS, LIABILITIES AND NETWORTH (SALN) AND INCOME TAX RETURN (ITR)**

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

1. Pursuant to the provision of the Implementing Rules & Regulations of RA No. 6713 (Code of Conduct and Ethical Standards of Public Officials and Employees), this Office hereby sets the following guidelines for the submission of originally signed and duly notarized Statement of Assets, Liabilities and Net Worth (SALN) as of December 31, 2024:

a. Creation of Review and Compliance Committee (RCC)

i. Schools Division Office

Chairperson:	Assistant Schools Division Superintendent
Members:	Attorney III Administrative Officer V (Administrative Service) Administrative Officer IV/HRMO
Secretariat:	Administrative Officer III – Payroll

ii. School

Chairperson:	School Head
Members:	Head Teacher Faculty Member
Secretariat:	Administrative Officer / Administrative Assistant

b. Functions of the committee

- i. Ensure that all officials and employees submit their accomplished SALN Form within the prescribed period.
- ii. Ensure the completeness of required data in compliance with the guidelines in the filling out the SALN Form as prescribed under RA 6713.
- iii. To facilitate proper consolidation, please submit three (3) copies in different folders (Ombudsman’s copy, School’s copy, and Employees’ copy) with transmittal, Certificate of compliance, and the list of





Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region  
**SCHOOLS DIVISION OF BAGUIO CITY**

---

members of the School SALN Review and Compliance Committee (RCC), (download the template here: <https://tinyurl.com/yzrj975x>), **on or before March 15, 2025.**

2. In addition, all employees are advised to submit one (1) hard copy of the accomplished BIR 2316 along with the transmittal list (download the template here: <https://tinyurl.com/yzrj975x>), and individual scanned copy of the BIR 2316, with the file name format: Last Name\_TIN\_Taxable Period (e.g., Dela Cruz\_123000456\_2025) and upload it to your designated folders at <https://tinyurl.com/ywu2upyz> on or **before February 14, 2025.** Please refer to the enclosed instructions in filling out the aforementioned form.
3. Immediate dissemination of and strict compliance with this memorandum are desired.

  
**SORAYA T. FACULO PhD, CESO VI** ✓  
Schools Division Superintendent 



Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region  
**SCHOOLS DIVISION OF BAGUIO CITY**

---

Enclosure to Division Memorandum No. 102-2025

BIR FROM NO. 2316 INSTRUCTIONS:

A. 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)

B. Sign at no. 52 and no. 54