



Republic of the Philippines
Department of Education
Region I
SCHOOLS DIVISION OF ILOCOS NORTE
Laoag City

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DIVISION MEMORANDUM
No. DM-OSDS-2020-211

TO: ALL DEPED PERSONNEL (TEACHING & NON TEACHING)

FROM: JOANN A. CORPUZ EdD, CESO VI
Schools Division Superintendent

SUBJECT: SUBMISSION OF STATEMENT OF ASSETS, LIABILITIES AND NETWORTH (SALN)

DATE: March 26, 2020

Pursuant to Section 8 (A) of Republic Act 6713, all public officials and employees are mandated to file under oath a Statement of Assets, Liabilities and Net Worth and a Disclosure of Business Interests and Financial Connections within 30 days after assumption of office and on or before April 30 of every year thereafter. In view hereof, you are required to strictly observe the following:

1. Submit original two (2) hard copies and electronic copies (soft copy) of your Statement of Assets, Liabilities and Net Worth (SALN) as of December 31, 2019 two (2) days from the lifting of the quarantine period.
2. Under Ombudsman Memorandum Circular No. 02, Series of 2017, the electronic copies of the SALNs must be in PDF format and individually saved per declarant, in compact discs (CD) or Universal Serial Bus (USB) flash drive. The file name of the soft copy must be the same as the document title.

Example:

Document	File Name
SALN of Employee A	SALN of Employee A.pdf

3. Secondary schools shall be submitted by school while Elementary schools shall be submitted by District.
4. School heads are required to ensure that such statements must be in proper form (Revised as of January 2015 per CSC Resolution No. 1500088 promulgated on January 23, 2015), complete and submitted on time.

5. It must be accompanied by a Summary List of Filers in alphabetical order (soft copy and hard copy).
6. Refer to the attached sheets for the guidelines on filling-up of the SALN Form, 2015 SALN Form and Summary List of Filers template.

FOR YOUR INFORMATION, GUIDANCE AND STRICT COMPLIANCE.