



January 3, 2020

DIVISION MEMORANDUM
No. 004, s.2020

**SUBMISSION OF SWORN STATEMENT OF ASSETS, LIABILITIES AND NETWORTH
(SALN) AS OF DECEMBER 31, 2019**

TO: Assistant Schools Division Superintendents
Chiefs/ Education Program Supervisors/ Coordinators/ Specialists
Administrative Officer V
Public Schools District Supervisors/ OICs
Elementary and Secondary School Heads
Section Heads
All Others Concerned

1. You are hereby reminded to submit a hard and electronic copies of the Sworn Statement of Assets, Liabilities and NetWorth (SALN) ending December 31, 2019 of all personnel under your supervision, on or before March 31, 2020 to the Records Section of this office.
2. The electronic copies must be in pdf format, thus the process is achievable through electronic scanning and the file name of the electronic copy must reflect the name of the document and declarant in this order, example:

SALN of Surname, First name M.I.pdf	SALN of Semblante, Floren C.pdf
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3. A soft copy of Summary Report of Teachers' SALN Form must be submitted in (Excel Format) to floren.semlante@deped.gov.ph (**Please refer to attached Summary Form and SALN Form**)
4. Please submit the hard copies (2 original sets) on a green expandable long folder per set with proper labeling and electronic copies in compact discs (CD)/ USB data storage, by district and schools for elementary and secondary respectively to Records Section of this office.
5. Wide dissemination of and compliance with this memorandum is directed.

MARILYN S. ANDALES Ed.D. CESO V
Schools Division Superintendent

SWORN STATEMENT OF ASSETS, LIABILITIES AND NET WORTH

As of DECEMBER 31, 2017
(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
			<small>(As found in the Tax Declaration of Real Property)</small>		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.

Summary Report of Teachers' SALN

	SURNAME	FIRSTNAME	M.I.	STATION		POSITION	NET WORTH	LEVEL
1	DELA CRUZ	JUAN	C.	LAMBUSAN NHS	SAN REMIGIO	T1	200,000.00	SECONDARY
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Submitted by:
