



Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS  
Schools Division of Cebu Province

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**Office of the Schools Division Superintendent**

January 03, 2023

DIVISION MEMORANDUM  
No. 001 s, 2023

**SUBMISSION OF SWORN STATEMENT OF ASSETS, LIABILITIES AND NETWORTH  
(SALN) AS OF DECEMBER 31, 2022**

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

1. Everyone is hereby reminded to submit their printed and electronic copies of the Sworn Statement of Assets, Liabilities and NetWorth (SALN) ending December 31, 2022 on or before February 28, 2023 to the Records Section of this office.

2. The scanned/ electronic copies must be in pdf format, and the file name of the scanned copies must reflect the name of the document and declarant in this order, for example:

**SALN of Surname, First name M.I.pdf** → **SALN of Dela Cruz, Juan C.pdf**

3. Elementary and Secondary Schools will submit the printed and scanned copies to their respective District Offices for consolidation and validation. Submission of consolidated copies to the division office will be made by district offices.

4. Please be advised that declaring a negative Networth is highly discouraged. Please use the 2015 SALN form, and you may download it from our website.

5. District offices must submit one (1) set of their respective printed copies in a green expandable long folder with proper labeling and scanned copies in a USB data storage together with the consolidated electronic copy of the Summary Report of Teachers' SALN excel format to the Records section of this office. **(Please refer to the attached Sample Summary Report Form.)**

6. Wide dissemination of and compliance with this memorandum is directed.

  
**MARILYN S. ANDALES, EdD, CESO V**  
Schools Division Superintendent



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Email Address: cebu.province@deped.gov.ph

REPUBLIC OF THE PHILIPPINES  
**DAPARTMENT OF EDUCATION**  
 DIVISION OF CEBU PROVINCE  
 Sudlon, Lahug, Cebu

**SAMPLE  
 FORM ONLY**

**Summary Report of Teachers' and Staffs' SALN  
 DISTRICT OF SANTA FE  
 As of December 31, 2022**

	SURNAME	FIRST NAME	M.I.	NAME OF STATION/ SCHOOL	POSITION	NETWORTH	LEVEL
1	DELA CRUZ	, JUAN	C.	KINATARCAN NHS	TEACHER 2	1,000,000.00	SHS
2	MAKILING	, MARIA	A	KINATARCAN NHS	TEACHER 1	1,500,000.00	JHS
3	IBARRA	, TIBURCIO	D	KINATARKAN ES	TEACHER 2	2,000,000.00	ELEMENTARY
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Prepared by:

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Certified True and Correct:

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