



Republic of the Philippines  
**Department of Education**  
REGION IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE

January 12, 2022

**DIVISION MEMORANDUM**  
DM No. 048, s. 2022

**FILING OF STATEMENT OF ASSETS, LIABILITIES, AND NET WORTH (SALN)**


To : OIC-Assistant Schools Division Superintendents  
Division Chiefs  
Unit/Section Heads  
Public Schools District Supervisors  
School Heads  
Liaison Officers  
All SDO Personnel  
All Others Concerned

1. Pursuant to **Republic Act No. 6713**, otherwise known as the "**Code of Conduct and Ethical Standards for Public Officials and Employees**" all public officials and employees have an obligation to accomplish and submit declarations under oath of, and the public has the right to know, their assets, liabilities, net worth and financial and business interests including those of their spouses and of unmarried children under eighteen (18) years of age living in their households.
2. In this connection, this office would like to announce the submission of Statement of Assets, Liabilities, and Net Worth (SALN) on or before **March 30, 2022 (Wednesday)**.
3. Please be guided on the following instructions in the preparation and submission of SALN and other documentary requirements:
  - 3.1 Duly accomplish the official SALN form (*Revised as of January 2015*). Please see attached file.
  - 3.2 SALN form shall be neatly and completely fill-up, write **N/A** on the portions not applicable to the data owner. **STRICTLY NO ERASURES**.
  - 3.3 **Three (3) copies** shall be prepared **per school** for the secondary level and **per district** for elementary level for submission to the Division Office. Junior High School (JHS) and Senior High School (SHS) shall be submitted as ONE file.
  - 3.4 Copies shall be filed and submitted in **three (3) separate folders**.
    - 1<sup>st</sup> copy to Division Office
    - 2<sup>nd</sup> copy to School/District
    - 3<sup>rd</sup> copy to Ombudsman

DEPEDQUEZON-TM-SDS-04-009-003



*"Creating Possibilities, Inspiring Innovations"*  
Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon  
Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321  
Email Address: quezon@deped.gov.ph  
Website: www.depedquezon.com.ph

 DEPED - QUEZON ICT UNIT
<b>UPLOADED</b>
Date/Time: 1/20/22
By: <u>Rommel</u>
Ref. no. <u>DM 048-22</u>



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3.5 Compliance Committee in respective school/district are **OBLIGED** to check the **veracity and completeness** of encoded data. To avoid delays and back-and-forth of submitted documents you are instructed to carefully **check the common errors** encoded by data owner:

**First Page:**

- 3.5.1 SALN "As of December **2021**"
- 3.5.2 "**Joint Filing**" and "**Separate Filing**" are only for employees whose spouses are also government employees.
- 3.5.3 Single employees, or those whose spouses are either self-employed, not currently employed or working for private employers, should tick "**Not Applicable.**"

**Second Page:**

- 3.5.4 the DATE of accomplishment of SALN and the portion of "**SUBSCRIBED AND SWORN to me this \_\_\_\_\_ day of \_\_\_\_\_**" at the bottom page must be the same.
- 3.5.5 for married public officials, signatures of both Declarant and Co/Declarant or Spouse shall be duly accomplished.
- 3.5.6 for Person Administering Oath please refer to the table hereunder.

3.6 Signatory of SALN:

Data Owner	Signatory	Designation
<b>PSDs</b>	Maria Dolores D. Atienza	Administrative Officer V
<b>Principals/ School Heads/ TIC</b>	Maria Dolores D. Atienza	Administrative Officer V
<b>Teachers</b>	School Head/TIC	-
<b>Division Personnel</b>	Maria Dolores D. Atienza	Administrative Officer V

3.7 SALN signed by AO V will be returned to each school/district for the preparation of electronic copies and attachment of **Certificate of Compliance and Summary of SALN.** (Please see attached file).

3.8 **Two (2) copies** of Certificate of Compliance and Summary of SALN shall be attached per folder and ensure the completeness of signature of the compliance committee.

3.9 Electronic copies of SALN shall be:

- 3.9.1 saved in PDF format;
- 3.9.2 saved in Compact Disc (CD);
- 3.9.3 saved per district for elementary level;
- 3.9.4 saved per school for secondary level;
- 3.9.5 saved as **ONE file** for JHS and SHS;
- 3.9.6 accompanied with a certification by the head of the agency/office that the SALN submitted are faithful reproduction of the original copies;

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- 3.9.7 the same with physical document signed by AO-V, and  
3.9.8 saved using the file name:

Document	File Name
Name of Section (for Division Office) <i>*to be consolidated to the Records Section</i>	<b>SALNs of Employee.pdf</b>
Name of District/School	

- Submitted SALN to the Division Office is deemed truthful and accurate.
- Everyone is expected to meet the deadline of submission. Non-compliance to this memorandum will be subject to disciplinary action.
- For the information and guidance of all concerned, immediate dissemination of this memorandum is hereby desired.

**ELIAS A. ALICAYA, JR.**  
Assistant Schools Division Superintendent  
Officer in-charge  
Office of the Schools Division Superintendent

recsop01/12/2022

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