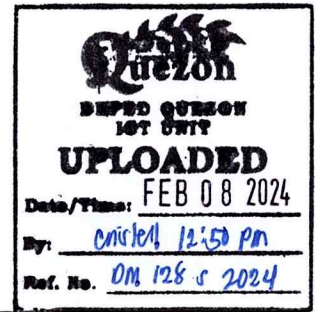




Republic of the Philippines  
**Department of Education**  
REGION IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



06 February 2024

**DIVISION MEMORANDUM**  
DM No. 128, s. 2024

**FILING OF STATEMENT OF ASSETS, LIABILITIES, AND NET WORTH (SALN)  
COVERING THE PERIOD FROM JANUARY TO DECEMBER 2023**

**To :** Assistant Schools Division Superintendents  
Division Chiefs  
All Unit/Section Heads  
Public Schools District Supervisors  
Elementary and Secondary School Heads  
Liaison and Alternate 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 the Statement of Assets, Liabilities, and Net Worth (SALN) on or before **April 5, 2024 (Friday)**.
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*) in the **long bond paper (8.5” x13”)**. 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 the 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



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon  
Trunkline #: (042) 784-0366, (042) 784-0164,  
(042) 784-0391, (042) 784-0321



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

---

3.5 Compliance committees in respective schools/districts 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 the data owner:

**First Page:**

- 3.5.1 SALN “As of December **2023**”
- 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 in case of **joint filing**, the declarant, and his/her spouse shall sign in the space provided and **reproduce six (6) original copies** of SALN.
  - 3.5.6 if the **spouse is not a public officer or employee**, the declarant **shall still cause him/her to sign the SALN**. In case of non-compliance with the signature of the spouse, an explanation letter should be attached to the SALN form.
  - 3.5.7 for the **Person Administering Oath** please be guided by the attached Memorandum issued by the Office of the Assistant Secretary for Legal Affairs, Department of Education.
- 3.6 Duly signed SALN shall 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).*
- 3.7 **Two (2) copies** of the **Certificate of Compliance** and **Summary of SALN** shall be attached per folder and *ensure the completeness of the signature* of the compliance committee.

**3.8 Electronic copies of SALN shall be:**

- 3.8.1 saved in PDF format;
- 3.8.2 saved in **Flashdrive**;
- 3.8.3 saved per district for elementary level;
- 3.8.4 saved per school for secondary level;
- 3.8.5 saved as **ONE file** for JHS and SHS;

DEPEDQUEZON-TM-SDS-04-009-003

---



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon  
Trunkline #: (042) 784-0366, (042) 784-0164,  
(042) 784-0391, (042) 784-0321



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

3.8.6 saved using the sample file name below:

<b>Elementary Level</b>	<b>Individual Name:</b> Surname_Name_MI_SALN2023 <b>Folder Name:</b> District Name_SALN2023
<b>Secondary Level</b>	<b>Individual Name:</b> Surname_Name_MI_SALN2023 <b>Folder Name:</b> School Name_SALN2023
<b>Division Office / Sub-Offices</b>	<b>Individual Name:</b> Surname_Name_MI_SALN2023 <b>Folder Name:</b> Records Section_SALN2023

#### 4. SANCTION

4.1 **Public Officials and Employees.** Any of the following acts shall constitute a violation of Section 8 R.A. No. 6713 or the Code of Conduct and Ethical Standards for Public Officials and Employees, and shall be punishable by suspension of one (1) month and one (1) day to six (6) months for the first offense, and dismissal from the service for the second offense:

- Failure of an official or employee to submit his/her SALN; and
- Failure to disclose or misdeclaration of any asset, liability, business interest, financial connection, and relative in the government in his/her SALN.

4.2 **Heads of Agency.** Any head of the agency who shall fail to comply with CSC Memorandum Circular No. 10, s. 2006, in relation to the Review and Compliance Procedure in the Filing and Submission of the SALN form, shall be liable for simple Neglect of Duty, which shall be punishable by suspension of one (1) month and one (1) day to six (6) months for the first offense, and dismissal from service for the second offense.

5. Soft copies of forms can be downloaded at [tinyurl.com/FormsSALN](http://tinyurl.com/FormsSALN).
6. Submitted SALN to the Division Office is deemed truthful and accurate.
7. Everyone is expected to meet the deadline for submission. Non-compliance with this memorandum will be subject to disciplinary action.
8. For the information and guidance of all concerned, immediate dissemination of this Memorandum is hereby desired.

  
**ROMMEL C. BAUTISTA, CESO V**  
Schools Division Superintendent

admamt02/06/2024

DEPEDQUEZON-TM-SDS-04-009-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon  
Trunkline #: (042) 784-0366, (042) 784-0164,  
(042) 784-0391, (042) 784-0321

## SWORN STATEMENT OF ASSETS, LIABILITIES AND NET WORTH

As of \_\_\_\_\_  
 (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

<b>DECLARANT:</b> _____ (Family Name)                      (First Name)                      (M.I.) <b>ADDRESS:</b> _____ _____ <b>SPOUSE:</b> _____ (Family Name)                      (First Name)                      (M.I.)	<b>POSITION:</b> _____ <b>AGENCY/OFFICE:</b> _____ <b>OFFICE ADDRESS:</b> _____ _____ <b>POSITION:</b> _____ <b>AGENCY/OFFICE:</b> _____ <b>OFFICE ADDRESS:</b> _____ _____
--	--

### UNMARRIED CHILDREN BELOW EIGHTEEN (18) YEARS OF AGE LIVING IN DECLARANT'S HOUSEHOLD

NAME	DATE OF BIRTH	AGE
_____	_____	_____
_____	_____	_____
_____	_____	_____

### ASSETS, LIABILITIES AND NET WORTH

(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.

## SWORN STATEMENT OF ASSETS, LIABILITIES AND NET WORTH

As of \_\_\_\_\_  
 (Sample additional sheet/s for the declarant)

**NAME:** \_\_\_\_\_ **POSITION:** \_\_\_\_\_  
 (Family Name) (First Name) (M.I.) **AGENCY/OFFICE:** \_\_\_\_\_

### ASSETS, LIABILITIES AND NET WORTH

**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):** \_\_\_\_\_

**2. LIABILITIES**

NATURE	NAME OF CREDITORS	OUTSTANDING BALANCE

**TOTAL LIABILITIES:** \_\_\_\_\_

### BUSINESS INTERESTS AND FINANCIAL CONNECTIONS

NAME OF ENTITY/BUSINESS ENTERPRISE	BUSINESS ADDRESS	NATURE OF BUSINESS INTEREST &/OR FINANCIAL CONNECTION	DATE OF ACQUISITION OF INTEREST OR CONNECTION



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

## CERTIFICATE OF COMPLIANCE

This certifies that the <<**NAME OF SCHOOL / DISTRICT**>>, <<**Address**>>, fully satisfies the Statement of Assets, Liabilities, and Net Worth (SALN) requirement of the Performance-Based Incentive System for Fiscal Year 2022.

This also attests that all submission of the school/district concerned has substantially complied with the minimum requisites for the content and formalities prescribed under Republic Act 6713 and its Implementing Rules and Regulations; which are as follows:

- a. Basic Information
- b. Assets (Real and Personal Properties)
- c. Liabilities
- d. Net Worth
- e. Financial Connections and Business Interests
- f. Relatives in the Government

This certifies that out of <<**number of employees in words**>> (000) employees who qualified for the PBB under the 2016 PBIS, <<**number of employees in words**>> (000) employees completed and filed their SALN as reflected below:

OFFICE	NO. OF EMPLOYEES	NO. OF EMPLOYEES WITH DULY ACCOMPLISHED AND SUBMITTED SALN	PERCENTAGE OF COMPLIANCE
Name of School / District	0000	0000	000%

This school/district has forwarded/filed all SALNs with the appropriate receiving entity in accordance with RA 6713 and its Implementing Rules and Regulations.

IN WITNESS WHEREOF, we hereunto affixed our signatures on the **xx day of Month, 2023** at the <<**Address**>>.

**NAME AND SIGNATURE**

Chairman-Review and Compliance Committee

**NAME AND SIGNATURE**

Member

**NAME AND SIGNATURE**

Member

**NAME AND SIGNATURE**

Member

DEPEDQUEZON-TM-SDS-04-025-003



*"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



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

The Deputy Ombudsman of Luzon  
 3rd Floor Ombudsman Bldg. Agham Road  
 Diliman, Quezon City

Sir/Madam:

In compliance with Section 8 of the R.A. 6713, I am submitting the duly accomplished Statement of Assets, Liabilities and Networth (SALN) of teaching and non-teaching personnel of **(NAME OF SCHOOL DIVISION OFFICE)** for the Calendar Year **(YEAR)**, to wit:

**List of Compliant Officials/Employees:**

	NAME	POSITION	OFFICE/SCHOOL/DISTRICT	REMARKS
1	SURNAME, NAME, MI.	xxx	x	
2				
3				
4				
5				

**List of Non-Compliant Officials/Employees:**

	NAME	POSITION	OFFICE/SCHOOL/DISTRICT	REMARKS
1	SURNAME, NAME, MI.	xxx	x	
2				
3				
4				
5				

Truly yours.

**(SIGNATURE)**  
**(FULL NAME)**  
**(POSITION)**

**INSTRUCTIONS:**

1. SIGNATORY MUST BE THE HEAD OF PERSONNEL/ADMINISTRATIVE DIVISION/UNIT OF HRMO OF YOUR OFFICE/AGENCY
2. ENUMERATION OF NAMES SHOULD BE ON A LAST NAME/SURNAME BASIS AND SHOULD BE ALPHABETICALLY ARRANGED
3. IN CASE OF JOINT FILING WHEREIN THE DECLARANT OR SPOUSE IS FROM OTHER OFFICE, INDICATE THE FULL NAME / NAME OF OFFICE IN THE REMARKS.
4. WHEN SUBMITTING ENTRY AND/OR EXIT SALN, INDICATE THE SAME IN THE TRANSMITTAL/ENDORSEMENT. COMPILE ALL ENTRY AND /OR EXIT SALNs SEPARATELY FROM THE ANNUAL SALN SUBMISSION.

DEPEDQUEZON-TM-SDS-04-025-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon  
 Trunkline #: (042) 784-0366, (042) 784-0164,  
 (042) 784-0391, (042) 784-0321

DepEdTayoQuezon

www.depedquezon.com.ph

quezon@deped.gov.ph