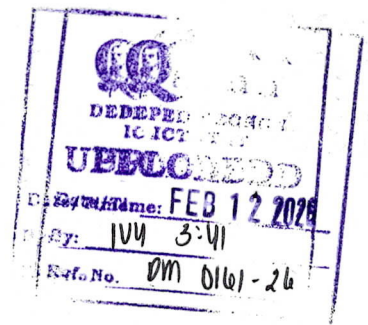




Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



06 February 2026

**DIVISION MEMORANDUM**

No. 0161, s. 2026

**DESIGNATION OF AUTHORIZED PERSON TO ADMINISTER OATH FOR SALN 2025**

**To :** Assistant Schools Division Superintendents  
Division Chiefs  
Unit/Section Heads  
Public Schools District Supervisors  
Elementary and Secondary School Heads  
All Others Concerned

1. In accordance with Sections 74 and 75 of **MC No. 14, s. 2025** of the Civil Service Commission (CSC), which prescribes the rules on the administration of oaths for the **Statement of Assets, Liabilities, and Net Worth (SALN)**, please be informed that the **Schools Division Superintendent (SDS)** has designated **MARIA DOLORES D. ATIENZA, Administrative Officer V**, as the authorized official to administer oaths for SALN submissions within SDO Quezon.
2. Pursuant to Section 76 of the same Memorandum Circular, employees may also have their SALN subscribed and sworn to before a notary public or any other person authorized by law to administer oaths. The list of other authorized officials is provided under Section 77 of MC No. 14, s. 2025, which includes municipal mayors and punong barangays.
3. Attached in this memo is Civil Service Commission Memorandum Circular No. 14, s. 2025 for reference.
4. Immediate dissemination and strict compliance with this Memorandum are desired.

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

recsop01/16/2026

DEPEDQUEZON-TM-SDS-04-009-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon  
Contact No.s: (042) 784-0366 | (042) 784-0164 |  
(042) 784-0391 | (042) 784-0321  
E-mail Address: quezon@deped.gov.ph  
Website: <https://quezon.deped.gov.ph>