



Department of Education
Region III
DIVISION OF CITY SCHOOLS
Angeles City



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ANGELLES CITY

MEMORANDUM

To : All Public Schools District Supervisors
All School Principals and Heads of Public Elementary and Secondary
Schools and Angeles City National Trade School
All Teaching and Non-Teaching Personnel

From : Schools Division Superintendent

Date : February 13, 2015

Subject: : Submission of Sworn Statement of Assets, Liabilities and Net Worth as of
December 31, 2014

One of the good governance conditions that need to be complied with is the submission and filing of the Sworn Statement of Assets, Liabilities and Net Worth (SALN) of Officials and Employees which is in accordance with RA 6713, otherwise known as *Code of Conduct and Ethical Standards for Public Officials and Employees*, which state that SALN must be filed:

- a. within thirty (30) days after assumption of the office;
- b. on or before April 30 of every year thereafter; and
- c. within thirty (30) days after separation from the service.

Failure to comply of an official to submit his/her SALN in accordance with the procedure and within the given period shall be a ground for disciplinary action. The offense of failure to file SALN is punishable with the following penalties:

1. 1st offense - suspension for one (1) month and one (1) day to six (6) months
2. 2nd offense – dismissal from the service

Attached is the format and guidelines for the accomplishment of the Statement of Assets, Liabilities and Net Worth to be submitted in three (3) copies to this Office on or before February 27, 2015 (Friday).

For information and compliance.

NICOLAS T. CAPULONG, Ph. D., CESO VI
Schools Division Superintendent