



Republic of the Philippines  
**Department of Education**  
Region III  
Schools Division of Angeles City



11 January 2024

**DIVISION MEMORANDUM**

No. 025 s. 2024

**SUBMISSION OF SWORN STATEMENT OF ASSETS, LIABILITIES AND NET WORTH (SALN) AS OF DECEMBER 31, 2023**

To : Assistant Schools Division Superintendent  
SGOD Chief, CID OIC-Chief  
Unit/Section Heads  
Public Schools District Supervisors  
School Heads of Public Elementary and Secondary Schools  
All Teaching and Non-Teaching Personnel  
All Division Personnel  
All Others Concerned

1. Pursuant to Article XI Section 17 of the 1987 Constitution and Section 8 of Republic Act No. 6713 or the Code of Conduct and Ethical Standards for Public Officials and Employees, requiring all public officials and employees to file under oath their Statement of Assets, Liabilities and Net Worth (SALN) every end of each calendar year.
2. All permanent employees of SDO Angeles City are required to submit their duly accomplished, updated, notarized or duly administered by authorized administering officer, Statement of Assets, Liabilities and Net Worth (SALN) to the Division Records Office **on or before March 27, 2024**.
3. Failure to timely submit the SALN shall mean exclusion for submission to the Office of the Ombudsman, which may constitute a violation of Section 8 of the aforementioned law, that is punishable by suspension for one (1) month and one (1) day to six (6) months for the first offense, and dismissal from service for the second offense.
4. For more information on the filing of SALN, a copy of the Frequently Asked Questions on SALN; sample guide; SALN Form (Revised as of 2015), SALN Additional Sheets Form (Revised 2015) and other reference materials may be downloaded at [bit.ly/3XNvcDV](http://bit.ly/3XNvcDV).
5. For information, wide dissemination and strict compliance.

*[Signature]*

**RONALDO A. POZON PhD, CESO V**  
Schools Division Superintendent

Encls.: As stated

Reference: RA 6713

To be indicated in the Perpetual Index under the following subjects:

SALN

MCS/AOV/January 11, 2024



Jesus St., Brgy. Pulungbulu, Angeles City [2009  
\(045\) 901-9498/angeles.city@deped.gov.ph](http://2009(045)901-9498/angeles.city@deped.gov.ph)



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REMINDERS:

1. Duly accomplish the official SALN form in **three (3) copies** (1 School copy, 1 Division copy and 1 Ombudsman copy). Use legal size paper. Write N/A on the portions not applicable to the data owner. **Strictly No Erasures.**
  - a. SALN is “as of December 31, 2023”.
  - b. **“Joint Filing”** and **“Separate Filing”** are only for employees whose spouse are also government employees.
  - c. Single employees, or those whose spouse are either self-employed, not currently employed or working for private employers should tick **“Not Applicable”**.
  - d. The **date** of accomplishment of SALN must be subscribed and sworn to on the **SAME date**.
  - e. For married employees, signature of both Declarant and Co/Declarant or Spouse shall be duly accomplished.
  - f. *SALN administered by a Notary Public, shall require additional two (2) copies.*
  - g. Following are some officers who have general authority to administer oaths:
    - Punong Barangay
    - City Mayor
    - Regional Director
    - Notaries Public
  - h. For complete list of Person Administering Oath, please refer to the DepEd Memo from the Office of the Assistant Secretary for Legal Affairs, dated April 8, 2022, entitled, “Clarification on the Authority of Certain Officers to Administer Oaths”.
2. This Memorandum shall also take effect for all those who retired last school year and the newly-hired teachers with permanent items.

