



Republic of the Philippines  
**Department of Education**  
REGION III  
SCHOOLS DIVISION OFFICE OF ANGELES CITY

30 Jan 2026

**DIVISION MEMORANDUM**  
**No. 045, s. 2026**

**ADDENDUM TO DIVISION MEMORANDUM NO. 37 S. 2026, TITLED,  
“DESIGNATION OF THE SDO REVIEW AND COMPLIANCE COMMITTEE ON  
THE FILING AND SUBMISSION OF SWORN STATEMENT OF ASSETS,  
LIABILITIES AND NET WORTH (SALN) AS OF DECEMBER 31, 2025”**

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 Others Concerned

1. In reference to Division Memorandum No. 37, s. 2026, titled “Designation of the SDO Review and Compliance Committee on the Filing and Submission of the Statement of Assets, Liabilities and Net Worth (SALN) as of December 31, 2025,” this Addendum is hereby issued to provide additional instructions to ensure uniform compliance across all schools and offices.

2. The following are the additional instructions:

2.1. Schools may establish their respective Review and Compliance Committees (RCCs) to conduct an initial review and compliance check of the accomplished SALNs using the attached Pre-Submission Checklist prior to submission to the Schools Division Office.

2.1. Thereafter, all schools shall submit one (1) hard copy of the duly accomplished SALN for CY 2025 to the Schools Division Office for final checking and validation by the SDO Review and Compliance Committee before official filing.

3. A Pre-Submission Checklist is attached to this Addendum for guidance and reference. All concerned personnel are enjoined to ensure that their SALN submissions fully comply with the requirements indicated in the checklist to avoid deficiencies, delays, or the need for resubmission.

4. An orientation shall be conducted on **February 10, 2026** from 10:00 A.M. to 12:00 NN, at the Gabaldon Building, SDO Angeles City, to address common issues, frequently asked questions, and other clarifications related to SALN preparation and submission.



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5. The participants shall include the Division Unit Heads, and the members of School Review and Compliance Committee (RCCs) and other school representatives who wish to seek clarification on SALN filing and submission.
6. For additional SALN-related inquiries, you may refer to the following link:  
<https://bit.ly/4t9zWEg>
7. All other provisions of the earlier-issued Division Memorandum not inconsistent herewith shall remain in full force and effect.
8. Immediate dissemination of and strict compliance with the contents of this memorandum is enjoined.



**ENGR. EDGARD C. DOMINGO Ph.D. CESO V**  
Schools Division Superintendent

Encl: None  
Reference: As stated

To be indicated in the Perpetual Index under the following subjects:  
STATEMENT OF ASSETS LIABILITIES AND NETWORTH (SALN)

MCS/AOV/January 30, 2026

## SALN PRE- SUBMISSION CHECKLIST

### A. PERSONAL INFORMATION

- Full name
- Position title
- Agency name
- Spouse name (if applicable)
- Unmarried children BELOW 18 listed (if any)

### B. ASSETS DECLARED COMPLETELY

- All real properties declaration with complete details such as location, year acquired and values
- Cash on hand, bank deposits, e-wallets and coop savings declared

### C. LIABILITIES

- Housing, car, credit card, GSIS/SSS, coop and personal loans declared
- Name of creditors

### D. NET WORTH

- Total assets computed correctly
- Total liabilities computed correctly
- Net worth equals assets minus liabilities

### E. BUSINESS INTERESTS AND FINANCIAL CONNECTION

- Business roles declared must complete (if any)
- If none check the box (I/We do not any business interest or financial interest)

### F. RELATIVES IN GOVERNMENT (*within the Fourth Degree of Consanguinity or Affinity. Include also Bilas, Balae and Inso*)

- Name, relationship, position, and agencies declared
- If none, put N/A and check the box (I/We do not know of any relative/s in the government service)

### G. FORM COMPLETENESS

- Use the latest official SALN form (2025)
- Print on legal size paper (8.5 × 13 inches).
- Back-to-back printing
- All pages of the form are filled completely
- Personal Address may be left blank
- Declarant's signature/initial on every page
- N/A Instructions for SALN Form
  1. You may write "N/A" in the first row of the section. This is sufficient to indicate that the whole section does not apply.
  2. Alternatively, you may fill in "N/A" in every individual field within the section (optional).

3. If the declarant does not have multiple spouses, check the "N/A" box and still fill all blank fields in that section with "N/A."
  4. If the section is applicable but some fields are blank, write "NOTHING FOLLOWS" in those fields
- Date of Sworn Statement
    1. The declarant should indicate the exact date they are swearing/affirming the SALN.
    2. If the exact date is not yet known, leave the date field blank.