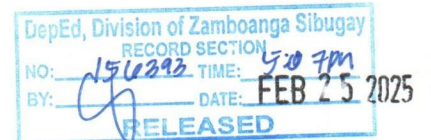




Republic of the Philippines
Department of Education
REGION IX – ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF ZAMBOANGA SIBUGAY



25 February 2025

DIVISION MEMORANDUM

NO. 096, s. 2025

**SUBMISSION OF 2024 SWORN STATEMENT OF ASSETS, LIABILITIES AND
NET WORTH (SALN)**

To : All District and School Personnel (Teaching, Teaching Related and Non-Teaching)
All Division Office Employees
All Others Concerned
This Division

1. Pursuant to Republic Act No. 6713 otherwise known as Code of Conduct and Ethical Standards for Public Officials and Employees, which mandates all public officers and employees to declare annually a true, detailed and sworn statement of their assets, liabilities and net worth, all DepEd Employees (teaching, teaching-related, non-teaching) under permanent employment status are required to submit their Statement of Assets, Liabilities and Net Worth (SALN) as of December 31, 2024 in **four (4) copies** (in separate folders) on or before **March 21, 2025**.
2. Attached herewith are the following:
 - 2.1 Enclosure 1 - prescribed form of SALN revised as of January 2015 per CSC Resolution No. 1500088 promulgated on January 23, 2015
 - 2.2 Enclosure 2 – Summary of List of Filers
 - 2.3 Enclosure 3 – Certification duly signed by the School Review and Compliance Committee
3. Revised forms and guidelines may also be downloaded from the CSC website (<http://www.csc.gov.ph>).
4. For Division Office personnel, it is requested that the accomplished SALN shall be submitted to the immediate supervisor who in turn shall forward to the Personnel Unit for consolidation.
5. For district and school personnel, it is requested that the submission will be by district. District SALN Review Committee shall ensure that:
 - 5.1 every school has filed the SALN in four (4) folders labelled as “(1) For Ombudsman’s Copy (original copy), (2) For Division Office Copy (3) For School Copy (4) For Declarant’s copy;
 - 5.2 all four (4) copies are originally signed by the declarant and co-declarant. One original (1) copy may be prepared and be photocopied provided the photocopied ones are originally signed;
 - 5.3 for every school, a separate summary list bearing the names of declarants arranged alphabetically and a duly signed certificate have been attached.



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6. In addition, it is also requested that an electronic copy in MS Excel format of the summary list by school bearing the names of declarants arranged alphabetically shall be submitted by the district together with the hard copy of the documents at the Records Section.
7. All are hereby reminded that failure to comply with the submission of SALN is punishable under Section D (4) Rule X of the Revised Rules on Administrative Cases in the Civil Service (RACCS) with the following penalties:

1st Offense : Suspension of one (1) month and one (1) day to six (6) months
2nd Offense : Dismissal from the Service
8. Immediate dissemination and strict compliance of this Memorandum is enjoined.


VIRGILIO P. BATAN, JR., CESO V
Schools Division Superintendent

Enc. As stated

References: RA 6713
2017 RACCS
CSC Resolution No. 1500088
MC No. 3 s. 2015

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

ZS-DM-OSDS-2025-02-019-0
RRAR-20250225



Republic of the Philippines
Department of Education
REGION IX
SCHOOLS DIVISION OF ZAMBOANGA SIBUGAY

<Name of School>
Summary List of Filers
Statement of Assets, Liabilities and Networth
Calendar Year _____

CERTIFICATION

This is to certify that the SALNs submitted/ included in the Summary List of Filers were reviewed and found compliant by the Review and Compliance Committee of this Office.

Further, the review were made in accordance with the review and compliance procedure in filing and submission of SALNs pursuant to CSC Memorandum Circular No. 10, s. 2006 (as amended by CSC Resolution No. 1300455 promulgated on March 04, 2013).

Issued on _____, _____.

Name and Signature
Chairperson

Name and Signature
Member

Name and Signature
Member



Republic of the Philippines
Department of Education
REGION IX
SCHOOLS DIVISION OF ZAMBOANGA SIBUGAY

DISTRICT: _____
SUMMARY LIST OF FILERS - SECONDARY
STATEMENT OF ASSET, LIABILITIES & NETWORTH
Calendar Year: 2024

No.	NAME OF EMPLOYEE			TIN	POSITION	NETWORTH
	LAST NAME	FIRST NAME	MIDDLE NAME			
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						

TOTAL NUMBER OF FILERS : _____

PREPARED BY:

NOTED BY:

Administrative Officer II

PSDS



Republic of the Philippines
Department of Education
REGION IX
SCHOOLS DIVISION OF ZAMBOANGA SIBUGAY

DISTRICT: _____
SUMMARY LIST OF FILERS - ELEMENTARY
STATEMENT OF ASSET, LIABILITIES & NETWORTH
Calendar Year: 2024

No.	NAME OF EMPLOYEE			TIN	POSITION	NETWORTH
	LAST NAME	FIRST NAME	MIDDLE NAME			
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						

TOTAL NUMBER OF FILERS : _____

PREPARED BY:

NOTED BY:

Administrative Officer II

PSDS