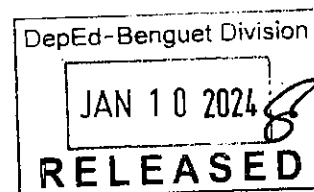




Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Benguet



January 9, 2024

DIVISION MEMORANDUM

No. 09 s.2024

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

**TO: Office of the OIC-Assistant Schools Division Superintendent
School Governance and Operations Division
Curriculum Implementation Division
Public Schools District Supervisors/Public Schools District In-charge
All Others Concerned**

1. Pursuant to Section 8 of Republic Act 6713 also known as Code of Conduct and Ethical Standards for Public Officials and Employees, all public officials and employees shall file under oath their **Statement of Assets, Liabilities and Net Worth (SALN)** and a **Disclosure of Business Interests and Financial Connections**.
2. To fulfill such obligation, all **permanent teaching and non-teaching personnel, including those who are on leave of absence and are still active in the service as of December 31, 2023, are required to file their SALN as of December 31, 2023**. Those who resigned, transferred, and retired are **required to file their SALN as of the date of their separation from the Department of Education**.
3. The prescribed SALN form can be downloaded through www.csc.gov.ph. The SALN shall be submitted in 4 copies with the following pertinent documents attached per school. Submission to the SDO shall be on or before **February 9, 2024**:
 - Certification duly signed by the School's Review and Compliance Committee (see Enclosure for Certification Template);
 - Summary List of Filers in alphabetical order, stating: Name of Personnel, Position, Net Worth; and
 - Summary List of Employees who did not file their SALNs in alphabetical order, stating: Name of Personnel and Position
4. As per clarifications provided by the Civil Service Commission on authorities allowed to administer oaths, Executive Order No. 292, as amended by RA No. 6733 and RA No. 10755, provides:



Address: Wangal, La Trinidad, Benguet
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Section 41. Officers Authorized to Administer Oath. – The following officers have general authority to administer oaths: President, Vice President, Members and Secretaries of both Houses of Congress, Members of the Judiciary, Secretaries of Departments, provincial governors and lieutenant-governors, city mayors, municipal mayors, bureau directors, regional directors, clerks of courts, registrars of deeds, other civilian officers in the public service of the government of the Philippines whose appointments are vested in the President and are subject to confirmation by the Commission on Appointments, all other constitutional officers, and notaries public.

“The punong barangay is authorized to administer the oath of office of any government official including the President of the Philippines.”

5. Immediate dissemination of and strict compliance with this Division Memorandum is directed.


SALLY L. BANAKEN-ULLALIM CESO V
Schools Division Superintendent

OSDS/SLBU/cfm/rabb



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Enclosure 1

C E R T I F I C A T I O N

This certifies that the 2023 Statement of Assets, Liabilities and Net Worth and the Disclosure of Business Interests and Financial Connections (SALN) submitted by **Full Name, Position, Office/Agency, Office Address**, was duly received and evaluated by the Review and Compliance Committee (RCC) officially constituted by this school/office, **Name of School/Office**.

This further attests the full compliance by the above-mentioned official with the required procedural and substantive requirements in the filing and submission of the SALN in accordance with Republic Act Number 6713 and other pertinent issuances, including:

1. The SALN was submitted on time/within the prescribed deadline;
2. The declarations in the official's SALN are complete; and
3. The SALN submitted is in the proper form.

Issued this <Day> of <Month>, <Year>.

Attested by:

Name and Signature
SCHOOL RCC CHAIRPERSON

Name and Signature
MEMBER

Name and Signature
MEMBER



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