



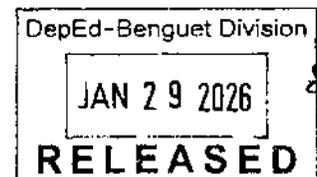
Republic of the Philippines  
**Department of Education**  
**Schools Division of Benguet**

January 29, 2026

Division Memo 36 s. 2026

**SUBMISSION OF STATEMENT OF ASSETS, LIABILITIES AND NET  
WORTH (SALN) FOR CY 2025**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors, CID and SGOD  
Section and Unit Heads, OSDS  
Public Schools District Supervisors  
All Public Elementary and Secondary School Heads  
All Others Concerned



1. Pursuant to Section 8 of Republic Act No. 6713, otherwise known as the Code of Conduct and Ethical Standards for Public Officials and Employees, all government officials and employees are required to file their Statement of Assets, Liabilities and Net Worth (SALN) at the end of every Calendar Year.
2. In compliance with this mandate, all teaching and non-teaching personnel of this Division are hereby required to submit their properly accomplished and duly subscribed SALN as of December 31, 2025, in two (2) copies **on or before February 20, 2026**, through the Records Section.
3. The following guidelines shall be observed in the preparation and submission of the SALN:
  - 3.1. Accomplish the Official 2025 SALN form, which can be downloaded from the Civil Service Commission website through the following link: <https://csc.gov.ph/downloads/category/224-statement-of-assets-liabilities-and-net-worth-saln-form>
  - 3.2. The SALN form must be neatly and completely filled out. All applicable information shall be provided; otherwise, such items should be marked with "N/A" or "not applicable."
  - 3.3 Two (2) hard copies of SALN (legal size, back to pack printing) shall be submitted to the Division Office compiled in two (2) separate folders – for the Office of the Ombudsman and 201 file. Submission be compiled per District/Division and shall include Summary of List of Filers, Certification by the District Review and Compliance Committee, and a transmittal letter.



Address: Wangal, La Trinidad, Benguet  
Telephone Number: (074) 422-6570  
Email: [benguet@deped.gov.ph](mailto:benguet@deped.gov.ph)  
Facebook Page: DepEd Tayo Benguet

**ITADAN**  
Integrity | Ethics | Accomplishments | Abilities | Advancement | Nurture Excellence





Republic of the Philippines  
**Department of Education**  
**Schools Division of Benguet**

---

4. Failure to submit the SALN within the prescribed period shall constitute an administrative offense punishable under Section 49 (D) (8), Rule X of the Revised Rules on Administrative Cases in the Civil Service (RACCS), with the following corresponding penalties:  
1st Offense — Suspension of one (1) month and one (1) day up to six (6) months  
2nd Offense — Dismissal from the service.
5. Immediate dissemination of and strict compliance with this Memorandum are hereby enjoined

**ESTELA P. LEON-CARINO EdD, CESO III**  
Regional Director and  
Concurrent Officer-in-Charge  
Office of the Schools Division Superintendent



Address: Wangal, La Trinidad, Benguet  
Telephone Number: (074) 422-6570  
Email: [benguet@deped.gov.ph](mailto:benguet@deped.gov.ph)  
Facebook Page: DepEd Tayo Benguet

**SYABAN**  
Integrity, Bold, Accomplishments, Profiles, Advancement, Unlives Excellence

