



Republic of the Philippines  
Department of Education

REGION X  
SCHOOLS DIVISION OF LANA DEL NORTE



February 6, 2025

MEMORANDUM

No. 089 s. 2025

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

To: Assistant Schools Division Superintendent  
Chief Education Supervisor (CID & SGOD)  
All Division Office Personnel  
All Teaching and Non-Teaching Personnel

1. Pursuant to Republic Act No. 6713 the "Code of Conduct and Ethical Standards for Public Officials and Employees" of Section 8 (A) All public officials and employees, except those who serve in an honorary capacity, laborers and casual or temporary workers, shall file under oath their Statement of Assets, Liabilities and Net Worth and a Disclosure of Business Interests and Financial Connections and those of their spouses and unmarried children under eighteen (18) years of age living in their households".

2. The SALN is a critical tool for promoting transparency, accountability, and integrity within the government. It serves as a declaration of the financial standing of public servants, helping to prevent corruption and build public trust. Timely and accurate submission is mandatory.

3. Prescribe forms and number of copies to be accomplished:

3.1 Duly accomplished Statement of Assets, Liabilities and Net Worth (Revised January 2015 per CSC Resolution No. 1500088) in three copies;

- Original Copy 1: Office of the Ombudsman
- Original Copy 2: Division Office (201 File)
- Original Copy 3: Personal Copy (**Retain for your records**)

3.1.1 Joint Filers: If filing jointly with a spouse/partner employed in a different government agency, prepare two (2) complete sets



Address: Pigcarangan, Tubod, Lanao del Norte  
Telephone No.: [063] 341-51-09  
Email Address: [Lanao.norte@deped.gov.ph](mailto:Lanao.norte@deped.gov.ph)  
Website: <https://depedldn.com>



Republic of the Philippines  
**Department of Education**  
REGION X  
SCHOOLS DIVISION OF LANA DEL NORTE

of the three (3) original copies (total of six originals) – one set for each agency.

3.1.2 Download Links:

- [2015 SALN Form \(MS Word\)](#)
- [2015 SALN Additional Sheets](#)

3.2 Summary List of Filers:

3.2.1 Submit **two (2) copies** of the Summary List.

3.2.2 The list must be in alphabetical order.

3.2.3 Include a certification signed by the Review and Compliance Committee, confirming that the submitted SALNs have been reviewed and are compliant with the prescribed form and guidelines.

3.2.4 Download Link: [Summary List and Certification](#)

3.3 **Form A: Certification of Non-Filers (Only if applicable): Two (2) original, notarized copies** of Form A are required only if any officials/employees failed to submit their SALN. This certification must list those individuals.

4. Submission Procedures and Deadlines:

4.1 **Employee Submission:** All employees must submit **two (2) original, notarized copies** of their completed SALN (the copies for the ombudsman and the Division Office) to their immediate supervisor or assigned Administrative Officer II (*if applicable*):

- Division Chiefs
- Section Heads
- School Heads/Administrative Officer II

**Deadline: On or before March 21, 2025**

4.2 **Supervisor forwarding:** Division Chiefs, Section Heads and School Heads/Administrative Officer II are responsible for collecting the SALNs form of their subordinates.

4.3 Forward all collected SALNs and summary of list of filers (softcopy – Flash Drive/USB Drive) to the **Personnel Section through the Records Section** on or before **March 28, 2025**.

5. Penalties for Non-Compliance:

5.1 **Failure to Submit:** Failure to submit the SALN within the prescribed deadline is a violation of RA 6713.



Address: Pigcarangan, Tubod, Lanao del Norte  
Telephone No.: [063] 341-51-09  
Email Address: [Lanao.norte@deped.gov.ph](mailto:Lanao.norte@deped.gov.ph)  
Website: <https://depedldn.com>





Republic of the Philippines  
**Department of Education**  
REGION X  
SCHOOLS DIVISION OF LANA O DEL NORTE

- 5.2 **False Information/Misdeclaration:** Intentionally providing false information, omitting assets or liabilities, or mis declaring any information on the SALN is a serious offense.
- 5.3 **Sanctions:**
- **First Offense:** The penalty for the first offense ranges from one (1) month and one (1) day to a maximum of six (6) months.
  - **Second Offense:** Dismissal from service.
6. Let us all ensure our compliance with the provisions of Republic Act 6713 as we uphold the principles of integrity and transparency in public service.

**EDWIN R. MARIBOJOC, CESO V,**  
Schools Division Superintendent