



**DEPARTMENT OF EDUCATION**

Region X-Northern Mindanao

**DIVISION OF MALAYBALAY CITY**

Sayre Highway, Purok 6, Casisang, Malaybalay City

Email Address: [depedmalaybalay@gmail.com](mailto:depedmalaybalay@gmail.com); Official website: [www.depedmalaybalay.net](http://www.depedmalaybalay.net)



April 1, 2015

015  
ed-MALAYBALAY CITY DIVISION

**RELEASED**

re: APR 06 2015 Time: 9:43

**DIVISION MEMORANDUM**

No. 095 s. 2015

**TO : All Division Office Personnel (Office of the SDS, SGOD, and CID)  
School Heads (Elementary and Secondary)  
Section Heads and Staff  
All Others Concerned**

*Edilberto L. Oplenaria*  
**FROM : EDILBERTO L. OPLENARIA**  
Schools Division Superintendent

**RE : REITERATION OF THE GUIDELINES IN FILLING OUT THE SALN FORM AS  
OF DECEMBER 31, 2014**

1. To ensure consistency in filling up the Revised SALN Form per CSC MC No. 3 dated February 17, 2015 re: Amendment to CSC MC No. 2, s. 2013, this Office hereby directs to download the guidelines in filling out the SALN Form as enclosed in Division Memo No. 036 dated February 4, 2013.
2. Further, this Office reiterates the creation of the District/School Review and Compliance Committee who shall adhere to the guidelines in the review and compliance of the filled-out SALN of the concerned employees in their respective schools/district.
3. For strict compliance.

Encl.:

As stated

Copy furnished:

Records Section