



Republic of the Philippines
Department of Education
 REGION X- NORTHERN MINDANAO
 DIVISION OF MALAYBALAY CITY

DM 2021-01-012
 DEPED MALAYBALAY CITY DIVISION
 RELEASED
 DATE: _____ TIME: 10:19
 BY: _____
 JAN 13 2021

DIVISION MEMORANDUM

NO. 012 s. 2020

To: Public School District Supervisors
 Public Elementary and Secondary School Heads
 Division Office Personnel
 All Others Concerned

From: **VICTORIA V. GAZO, PhD., CESO V**
 Schools Division Superintendent

Subject: **Authorized Persons to Administer Oath in the Sworn Statement of Assets, Liabilities and Net Worth (SALN)**

Date: January 12, 2021

1. Article XI Section 17 of the 1987 Philippine Constitution states that a public officer or employee shall, upon assumption of office and as often as thereafter as may be required by law, submit a declaration under oath of his assets, liabilities and net worth.
2. Anent thereto, all personnel are hereby informed of the following authorized signatories of the Statement of Assets, Liabilities and Net Worth (SALN):
 - i. Regional Directors,
 - ii. Schools Division Superintendent,
 - iii. Notaries Public / Members of the Judiciary,
 - iv. Provincial Governor, and
 - v. City / Municipal Mayors
3. In order to facilitate the early submission of SALN to the Office of the Ombudsman, the following are given authority to administer oath for the said SALN;





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PERSONNEL	PERSON TO ADMINISTER OATH
All teaching and non-teaching personnel in their respective schools	Elementary and Secondary School Heads
Elementary and Secondary School Heads, and Division Office Personnel	Administrative Officer V (Administrative Services) or Attorney III

4. Immediate and widest dissemination of this memorandum is directed.

TO BE POSTED ON THE WEBSITE

