



Republic of the Philippines
Department of Education
Region X- Northern Mindanao
DIVISION OF MALAYBALAY CITY

DM 2021-01-021
DEPED MALAYBALAY CITY DIVISION
RELEASED
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DIVISION MEMORANDUM

No. 021, s. 2021

TO: Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
School Heads (Elementary and Secondary)
All Others Concerned

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

DATE: January 15, 2021

RE: SUBMISSION OF STATEMENT OF ASSETS, LIABILITIES AND NETWORTH
(SALN) AS OF DECEMBER 31, 2020

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1. This Office hereby directs the submission of SALN in hard copies and in electronic copies in PDF file, individually saved per declarant in compact disc or flash drive in prescribed filename as stated in Memorandum Circular No. 2, s. 2017 of the Office of the Ombudsman re: Additional Guidelines on Submission of SALNs. Thus, CSC Memorandum Circular No. 3, s. 2015 re: Amendment to CSC MC. No. 2, s. 2013 is still in effect.
 2. Consistent to the Guidelines on SALN (Item 7), the Schools are required to constitute a SALN Review and Compliance Committee mainly tasked to review them.
 3. The School Review and Compliance Committee is directed to submit the following in three (3) folders for the Division Office, Ombudsman, and Personal files. Annexes A to E are downloadable forms at depedmalaybalalay.net under Personnel Unit.

Annex A) Certification of Head of Agency;
Annex B) Composition of the School Review and Compliance Committee (RCC);
Annex C) Certification of the Review and Compliance Committee (RCC);
Annex D) Certification (Failed to submit SALN);
Annex E) Summary Lists of filers;



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4. The Schools are advised to set their schedule of submission and review in order to meet the deadline on or before **February 19, 2021**. This is to give ample time for the Division Review and Evaluation Committee to review and consolidate.
5. Failure to submit and cause delay is sanctioned per CSC MC No. 3 dated January 23, 2013.
6. Queries relative to this can be channeled to Guia Ma. G. Villahermosa at 0917-706-7745 or Jocardo B. Desalan at 0975-974-8066 of the Personnel Unit.

Encl.:

As stated

Copy furnished:

Records Unit
AO V File
Personnel Unit

TO BE POSTED IN THE WEBSITE