



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

DA - 2022-01 - 022  
 DEPED MALAYBALAY CITY DIVISION  
 RELEASED  
 DATE: JAN 11 2022 12:59 PM  
 BY: JAN 11 2022

**DIVISION MEMORANDUM**

No. 022, s. 2022

**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 11, 2022

**RE:** SUBMISSION OF STATEMENT OF ASSETS, LIABILITIES AND  
 NETWORTH (SALN) AS OF DECEMBER 31, 2021

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), 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 [depedmalaybalay.net](http://depedmalaybalay.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.

4. The Schools are advised to set their schedule of submission and review in order to meet the deadline on or before **February 18, 2022**. This is to give ample time for the Division Review and Evaluation to review and consolidate.





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5. Failure to submit and cause delay is sanctioned per CSC MC No. 3 dated January 23, 2013.
6. Attached herewith is the Division Memorandum No. 012 s.2020 for the authorized person to administer oath in the SALN form.
7. Queries relative to this can be channeled to **Guia Ma. G. Villahermosa** at 0917-706-7745 or **Jocardo B. Desalan** at 0975-974-8066 (TM) / 0960-625-3847 (SMART)

Encl.:

As stated

Copy furnished:

Records Unit  
AO V File  
Personnel Unit

TO BE POSTED IN THE WEBSITE





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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;



Purok 6, Casisang, Malaybalay City  
 Telefax (088) 314-0094  
 Email: malaybalay.city@deped.gov.ph



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<b>PERSONNEL</b>	<b>PERSON TO ADMINISTER OATH</b>
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



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