




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

DM 2024-01-031  
DEPED MALAYBALAY CITY DIVISION  
**RELEASED**  
JAN 15 2024 Time: 3:45  
By: J. M. M. M.

**DIVISION MEMORANDUM**

No. 031, s. 2024

To: **Chief Education Supervisors, CID and SGOD  
School Heads (Elementary and Secondary)  
All Others Concerned**

From:  **ALIENA S. DAJAY** ✓  
Assistant School Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent

Date: **January 15, 2024**

Re: **SUBMISSION OF STATEMENT OF ASSETS, LIABILITIES AND  
NETWORTH (SALN) AS OF DECEMBER 31, 2023.**

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), *School Heads* 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: 1. Division Office, 2. Ombudsman, and 3. 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.



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



21.93 0060



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

---

4. The schools are advised to set their schedule of submission and review in order to meet the deadline on or before **February 23, 2024**. This is to give ample time for the Division Review and Evaluation to review and consolidate.
5. Failure to submit and cause delay is sanctioned per CSC MC No. 3 dated January 23, 2013.
6. Anent thereto, all personnel are hereby reiterated to abide the issued Division **Memorandum no. 318, s. 2022** on the clarification on the Authority to Administer Oaths, thus this Office is in adherence and conforms the same authorized signatories of the Statement of Assets, Liabilities and Networth (SALN), to wit:
  - i. Regional Directors,
  - ii. Notaries Public / Members of the Judiciary,
  - iii. Provincial Governor and,
  - iv. City / Municipal Mayors
  - v. Punong Barangay (only for the oath of office)
7. Queries relative to this can be channeled to the Personnel Unit at 09076889009.

Encl.:

As stated,

Copy furnished: Records Unit  
AO-V File  
Personnel Unit

TO BE POSTED IN THE WEBSITE



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



21 93 0060