



25928

Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF PANABO CITY

Office of the Schools Division Superintendent

January 15, 2025

DIVISION MEMORANDUM

No. 0019 s. 2025

**FILING AND SUBMISSION OF REVISED STATEMENT OF ASSETS,
LIABILITIES AND NET WORTH (SALN) FORM FOR FY 2024**

To: Assistant Schools Division Superintendent
Chief Curriculum and Implementation Division
Chief, School Governance and Operations Division
All Public Elementary & Secondary Schools
Division Section Heads
All Concerned Personnel

1. Pursuant to Republic Act No. 6713 or the Code of Conduct and Ethical Standards for Public Officials and Employees requiring all public officials and employees to file and submit under oath their Statement of Assets, Liabilities and Net Worth (SALN)
2. In the accomplishing SALN Form, revising/editing of SALN Form that will result in the movement of the last entry "**Total Assets a+b**" which should be on the first page, to the next page is not allowed. **LIABILITIES and "NET WORTH: Total Assets Less Total Liabilities"** should be reflected on the second page, strictly required to fill in all applicable information and maintain the number of columns of form entry (four columns) only. Please use the SALN additional sheet/s for additional information as necessary to keep the prescribed form.
 - 2.1 SALN Additional sheet for the exclusive properties of the declarant's spouse and unmarried children below eighteen (18) years of age living in the declarant's household.
 - 2.2 SALN additional sheet/s for the declarant.
3. Further, It is requested that all SALN shall be submitted to the SDO-Records Section in bunch original copy (**2 sets**) by the school together with Form A-1, Notarized attachment B-C, and send the Electronic scanned copy of each SALN form saved in PDF format at panabo.records@depd.gov.ph



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4. For the Secondary IUs and Senior High Schools, please submit directly to the Office of the Ombudsman, Matina, Davao City, and furnish a copy to this Division Office.

Please Note:

- ✓ **Revising/Editing the SALN form is not allowed.**
 - ✓ **Additional sheet/s may used, if necessary.**
 - ✓ **All erasures/corrections must be signed in full**
 - ✓ **Recommend E-Typing in filling up the SALN form.**
 - ✓ **Handwritten must be Fresh/Original ink.**
 - ✓ **Please use BLUE BALLPEN in Signing.**
 - ✓ **If married, the husband and wife must sign, even if the spouse is not a government employee or is not employed.**
 - ✓ **Justification letter, if the spouse cannot sign.**
5. The deadline for submission will be on March 14, 2025
6. For your guidance and strict compliance.

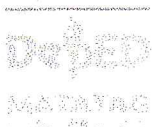

JINKY B. FIRMAN PhD, CESO VI
Schools Division Superintendent

RELEASED

JAN 14 2025

RECORDS SECTION SDO PANABO CITY
BY 

Enclosed: As stated
OSDS/RS/reg/nnp



Schools Division of Panabo City
City Hall Compound, Panabo City
Tel. No. (084) 823-1469
Email: panabocity.division@deped.gov.ph

DepEd Panabo
Empowering Character and Education
through Journeying, Blending and Fostering commitment in
providing quality education. MATATAG for all

SWORN STATEMENT OF ASSETS, LIABILITIES AND NET WORTH

As of _____
(Required by R.A. 6713)

Note: Husband and wife who are both public officials and employees may file the required statements jointly or separately.

☐ Joint Filing ☐ Separate Filing ☐ Not Applicable

DECLARANT:

(Family Name) (First Name) (M.I.)

POSITION:

AGENCY/OFFICE:

OFFICE ADDRESS:

ADDRESS:

SPOUSE:

(Family Name) (First Name) (M.I.)

POSITION:

AGENCY/OFFICE:

OFFICE ADDRESS:

UNMARRIED CHILDREN BELOW EIGHTEEN (18) YEARS OF AGE LIVING IN DECLARANT'S HOUSEHOLD

NAME DATE OF BIRTH AGE

ASSETS, LIABILITIES AND NETWORTH

(Including those of the spouse and unmarried children below eighteen (18) years of age living in declarant's household)

1. ASSETS

a. Real Properties*

DESCRIPTION (e.g. lot, house and lot, condominium and improvements)	KIND (e.g. residential, commercial, industrial, agricultural and mixed use)	EXACT LOCATION	ASSESSED VALUE	CURRENT FAIR MARKET VALUE	ACQUISITION		ACQUISITION COST
			(As found in the Tax Declaration of Real Property)		YEAR	MODE	

Subtotal:

b. Personal Properties*

DESCRIPTION	YEAR ACQUIRED	ACQUISITION COST/AMOUNT

Subtotal:

SWORN STATEMENT OF ASSETS, LIABILITIES AND NET WORTH

As of _____
(Sample additional sheet/s for the declarant)

NAME: _____ **POSITION:** _____
(Family Name) (First Name) (M.I.) **AGENCY/OFFICE:** _____

ASSETS, LIABILITIES AND NET WORTH

1. ASSETS

a. Real Properties

DESCRIPTION (e.g. lot, house and lot, condominium and improvements)	KIND (e.g. residential, commercial, industrial, agricultural and mixed use)	EXACT LOCATION	ASSESSED VALUE	CURRENT FAIR MARKET VALUE	ACQUISITION		ACQUISITION COST
			(As found in the Tax Declaration of Real Property)		YEAR	MODE	

Subtotal: _____

b. Personal Properties

DESCRIPTION	YEAR ACQUIRED	ACQUISITION COST/AMOUNT

Subtotal : _____

TOTAL ASSETS (a+b): _____

2. LIABILITIES

NATURE	NAME OF CREDITORS	OUTSTANDING BALANCE

TOTAL LIABILITIES: _____

BUSINESS INTERESTS AND FINANCIAL CONNECTIONS

NAME OF ENTITY/BUSINESS ENTERPRISE	BUSINESS ADDRESS	NATURE OF BUSINESS INTEREST &/OR FINANCIAL CONNECTION	DATE OF ACQUISITION OF INTEREST OR CONNECTION

SWORN STATEMENT OF ASSETS, LIABILITIES AND NET WORTH

As of _____

(Sample additional sheet/s for the exclusive properties of the declarant's spouse and unmarried children below eighteen (18) years of age living in declarant's household)

NAME: _____ **POSITION:** _____
(Family Name) (First Name) (M.I.) **AGENCY/OFFICE:** _____

ASSETS, LIABILITIES AND NET WORTH

1. ASSETS

a. Real Properties

DESCRIPTION (e.g. lot, house and lot, condominium and improvements)	KIND (e.g. residential, commercial, industrial, agricultural and mixed use)	EXACT LOCATION	ASSESSED VALUE	CURRENT FAIR MARKET VALUE	ACQUISITION		ACQUISITION COST
			(As found in the Tax Declaration of Real Property)		YEAR	MODE	

b. Personal Properties

DESCRIPTION	YEAR ACQUIRED	ACQUISITION COST/AMOUNT

2. LIABILITIES

NATURE	NAME OF CREDITORS	OUTSTANDING BALANCE

BUSINESS INTERESTS AND FINANCIAL CONNECTIONS

NAME OF ENTITY/BUSINESS ENTERPRISE	BUSINESS ADDRESS	NATURE OF BUSINESS INTEREST &/OR FINANCIAL CONNECTION	DATE OF ACQUISITION OF INTEREST OR CONNECTION

SUMMARY REFORM FORM I
STATEMENT OF ASSESTS LIABILITIES and NET WORTH FOR CY 2024

Region: REGION XI
Name of Agency/School:
Office Address:

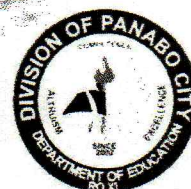
	Name of Employee			M.I	TIN	Position	Net Worth	If Spouse is with Government Service Please Indicate Name of Spouse/Employer/ address	Please Check if Joint Filing
1		,							
2		,							
3		,							
4		,							
5		,							
6		,							
7		,							
8		,							
9		,							
10		,							
11		,							
12		,							
13		,							
14		,							
15		,							

Total No. Of Employee: 15
Total No. Of Personnel Complement: 15

Prepared by:



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region XI
DIVISION OF PANABO CITY
Panabo City



Telefax .No.: (084) 822-1128/(084) 628-4066 Website:

Email:

Attachment C

CERTIFICATION

This is to certify that the following officials/employees of this office **FAILED** to submit their Statement of Assets, Liabilities and Networth and Disclosure of business Interest and financial Connection for the Year 2024 as required under Section 8 of Republic Act No. 6713 as implemented by Memorandum Circular issued by the Office of the Ombudsman on June 21, 1995.

Name of Official/ Employee	Designation	Remark
1.		
2.		
3.		

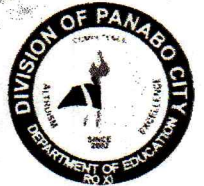
This Certification is being issued for whatever legal purpose it may serve.

DepEd Division Office/
Place and Date of Issuance

SUBSCRIBED AND SWORN to before me this _____ day of _____ at DepED Panabo City Division, Panabo City



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region XI
DIVISION OF PANABO CITY
Panabo City



Telefax .No.: (084) 822-1128/(084) 628-4066 Website:

Email:

Attachment B

Summary of List of Filers Statement of Assets, Liabilities and Net Worth Calendar Year 2024

CERTIFICATION

This is to certify that the SALNs submitted/included in the summary List of Filers were reviewed and found compliant by the Review and Compliance Committee of this Office.

Further, the review was made in accordance with the review and Compliance Procedure in filling up and submission of SALNs pursuant to CSC Memorandum Circular No. 10, series of 2006 (as amended by CSC Resolution No. 300455 promulgated on March 04, 2013)

Issued on _____, 20____
