



Republic of the Philippines  
Department of Education  
Cordillera Administrative Region  
**SCHOOLS DIVISION OF TABUK CITY**  
City Hall Compound, Dagupan, Tabuk City

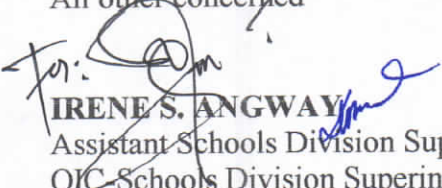


**DIVISION MEMORANDUM:**

No. 22 s. 2020



**TO:** All Public Elementary and Secondary School Heads  
Division Personnel  
Senior High School Implementers  
All other concerned

**FROM:**   
**IRENE S. ANGWAY**  
Assistant Schools Division Superintendent  
OIC-Schools Division Superintendent

**DATE:** January 20, 2020

**SUBJECT: Deadline for Submission of Revised 2019 Statement of Assets, Liabilities and Net Worth (SALN)**

1. This is to inform that all teaching and non-teaching personnel of the DepEd Tabuk City Division are mandated to submit their 2019 SALN. All employees are required to declare true and complete declaration of assets, liabilities, net worth, business interests and financial connections including those of the spouse and unmarried children below 18 years of age living in their parent's household.
2. The sanction for non-compliance shall constitute a violation of the law (R.A 6713) and punishable by suspension of one month to six months for the first offense and dismissal from the service for the second offense. SALN is also a requirement for the grant of Performance Based Bonus (PBB).
3. The approving authority should be the Schools Division Superintendent or notarized by a lawyer.
4. Relative to this, for elementary and secondary, SALN should be submitted to the office of the Administrative Officer V through the Records unit by their respective Public Schools District Supervisors, while for the Division Office Personnel by their respective unit/section chief/head.
5. Submission of the required revised SALN 2019 as of December 31, 2019 will be on or before February 21, 2020 with hard and electronic copy saved in flask drive. Must be saved individually in PDF format.
6. Attached herewith is a sample copy of the Revised SALN form 2019.
7. Unit heads & school heads may secure a soft copy of the form including the guidelines at the office of the Administrative Officer V.
8. For information, guidance and strict compliance of all concerned.

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

Jointly filed.  Separately filed.

Name \_\_\_\_\_ Position \_\_\_\_\_  
 (Surname) (First Name) (Middle Office  
 Initial)

Address \_\_\_\_\_ Office Address \_\_\_\_\_

I am married.  I am not married

Spouse \_\_\_\_\_ Position \_\_\_\_\_  
 (Surname) (First Name) (Middle Office  
 Initial)

Office Address \_\_\_\_\_

Unmarried Children below 18 years of age living in his/her household: (use additional sheet/s, if necessary)

Name	Date of Birth
1. _____	_____
2. _____	_____
3. _____	_____

I have no children below 18 years of age living in my household.

**ASSETS, LIABILITIES AND NET WORTH**

**I. ASSETS (including that of declarant's spouse and unmarried children below 18 years of age living in his/her household)**

**A. REAL PROPERTY/IES (use additional sheet/s, if necessary)**

KIND (Res./Comm./ Agri., etc.)	NATURE OF PROPERTY (Paraphernal, conjugal or community)	LOCATION	ACQUISITION		ASSESSED VALUE	FAIR MARKET VALUE	ACQUISITION COST*	
			MODE	YEAR			Land, Building, others	Improvement/ s

TOTAL: \_\_\_\_\_

**B. PERSONAL PROPERTY/IES AND OTHER ASSETS (use additional sheet/s, if necessary)**

TANGIBLE	ACQUISITION		ACQUISITION COST*
	MODE	YEAR	

TOTAL: \_\_\_\_\_

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\*For computation purposes, use acquisition cost. Properties of unmarried children below 18 years of age living in his/her household shall be excluded as well as the paraphernal/exclusive properties of spouse, in case of separate filing.

TOTAL ASSETS (A+B)= \_\_\_\_\_

**II. LIABILITIES (including that of declarant's spouse and unmarried children below 18 years of age living in his/her household)**

NATURE	NAME OF CREDITOR/S	*OUTSTANDING BALANCE

(use additional sheet/s, if necessary)

TOTAL: \_\_\_\_\_

\*In the computation of outstanding balance, properties of unmarried children below 18 years of age living in his/her household shall be excluded as well as the paraphernal/exclusive properties of spouse, in case of separate filing.

**III. NET WORTH (TOTAL ASSETS (I) LESS TOTAL LIABILITIES (II) = NET WORTH (III))**

**AMOUNT AND SOURCES OF GROSS INCOME**  
(ALL amounts received from ALL sources for the preceding calendar year)

NATURE SOURCES AMOUNT (salary/income, business, etc.)	

(use additional sheet/s, if necessary)

TOTAL: \_\_\_\_\_

**AMOUNT OF PERSONAL AND FAMILY EXPENSES**  
(for the preceding calendar year)

PERSONAL EXPENSES	ESTIMATED AMOUNT	FAMILY EXPENSES	ESTIMATED AMOUNT

(use additional sheet/s, if necessary)

TOTAL :

TOTAL : \_\_\_\_\_

**AMOUNT OF INCOME TAXES PAID**  
(for the preceding calendar year)

NATURE	AMOUNT
Compensation	
Business Income	
Other Income	

(use additional sheet/s, if necessary)

TOTAL : \_\_\_\_\_

**BUSINESS INTERESTS AND FINANCIAL CONNECTIONS (Declarant/Spouse/Unmarried Children below 18 years of age living in the household of declarant) (Use Additional Sheet/s, if necessary)**

I/We don't have any business interests and financial connections.

Name of Entity/Business Enterprise	Business Address	Nature of Business Interest and/or Financial Connection	Date of Acquisition of Interest or Connection

**RELATIVE/S IN THE GOVERNMENT**

(Up to the 4<sup>th</sup> civil degree of relationship, either by consanguinity or affinity, including bilas, inso and balae)  
(Use Additional Sheet/s, if necessary)

I/We don't know of any relative/s in Government.

Name of Relative	Relationship	Position	Name of Office/Address

I/We hereby certify that these are my/our true and detailed assets, liabilities, net worth, amount and sources of income, personal and family expenses, amount of income taxes paid, business interests, and financial connections, including those of my spouse and my/our children below 18 years of age living in my household, and the name/s of my relative/s in the Government, as of December 31, \_\_\_\_\_, as required by and in accordance with Republic Act No. 3019 and 6713.

I/We hereby authorize the Ombudsman or his duly authorized representative to obtain and secure from all appropriate agencies, including the Bureau of Internal Revenue, such documents that may show such assets, liabilities, net worth, business interests, and financial connections, including those of my spouse and my/our children below 18 years of age living in my household, covering previous years, and if possible, including the year I/we first assumed office in Government.

I/We further undertake to produce all supporting documents for each of the entries herein made when required.

Declarants' Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(For Separate Filing) Spouse's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

SUBSCRIBED AND SWORN TO before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, affiant(s) exhibiting his/her/their tax identification number(s) \_\_\_\_\_ and employee number(s) \_\_\_\_\_