



Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region  
**Schools Division of Tabuk City**



**Office of the Schools Division Superintendent**

January 9, 2023

DIVISION MEMORANDUM  
NO. 07, s. 2023

TO: All Employees of SDO Tabuk City

**SUBMISSION OF STATEMENT OF ASSETS, LIABILITIES AND NET  
WORTH (SALN)**

1. Informing all employees of SDO Tabuk City on the submission of SALN (**As of December 31, 2022**) on or before **February 17, 2023**, in four (6) copies using Revised Form 2015, and photocopy of any valid identification Card.
2. The signing authorities for the SALN are the SDO-Legal Officer and any lawyer with Notarial Commission-Notary Public (for the Schools Division Offices and Schools) as stipulated in the Regional Memo No. 177. 2022.  
A minimum of **P100.00** for Notarial Fee collected to those who want their SALN to be notarized at the Division Office.
3. Consolidated SALN per school will be submitted to the Review Compliance Committee (RCC) through the administrative Officer V, to review the SALN submitted by the employees before it is forwarded to the Administering Authority.
4. Signed SALN will be returned to schools concerned for scanning and resubmission of E-copy in PDF format until **February 28, 2023**.
5. For information and compliance.

  
**IRENE S. ANGWAY PhD, CESO VI**  
Schools Division Superintendent

Admin/ATM/Div.Memo/



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