



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF BATAAN

March 2, 2020

DIVISION MEMORANDUM
NO. 091 s. 2020

SUBMISSION OF ASSETS, LIABILITIES AND NET WORTH (SALN) FOR 2019

To: Assistant Schools Division Superintendent
Chief of the Divisions
Education Program Supervisor
Public School District Supervisors
Elementary, Secondary and Senior High School Principals
Division Unit Heads and Personnel
All Others Concerned

1. This Office reminds all concerned that the deadline for submission of Statement of Assets, Liabilities and Net Worth (SALN) for CY 2019 is on March 20, 2020. This is to give ample time to the personnel-in-charge of the SALN to thoroughly check and verify all necessary entries, and properly filled up.
2. The following forms are available for download at Dep-Ed Bataan Website:
 - a. Revised CSC-SALN Form as of January 2015 [*5 copies: Filer, School/District, Division, (2)Ombudsman*]
 - b. Additional sheet for exclusive properties of the declarant's spouse and unmarried children below eighteen (18) years of age living in declarant's household (*as the need arises*); [*5 copies: (1)School/District, (1)Division-Records, (1)Division-Personnel, (2) Ombudsman*]
 - c. Summary List of Fillers [*5 copies: (1)School (for Senior High School & Junior High School)/(1)District, (1)Division-Records, (1)Division-Personnel, (2)Ombudsman*]
 - d. Certification of the Summary List of Fillers [*5 copies: (1)School/District, (1)Division-Records, (1)Division-Personnel, (2)Ombudsman*]
3. These forms can be accessed in this URL: <https://goo.gl/AovFGN>.
4. For immediate compliance.


ROMEO M. ALIP, PhD. CESO V
Schools Division Superintendent

SWORN STATEMENT OF ASSETS, LIABILITIES AND NET WORTH

As of **DECEMBER 31, 2019**

(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: <div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <div style="display: flex; justify-content: space-between; font-size: small;"> (Family Name) (First Name) (M.I.) </div> ADDRESS: <div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div>	POSITION: <div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> AGENCY/OFFICE: <div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> OFFICE ADDRESS: <div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div>
SPOUSE: <div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <div style="display: flex; justify-content: space-between; font-size: small;"> (Family Name) (First Name) (M.I.) </div>	POSITION: <div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> AGENCY/OFFICE: <div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> OFFICE ADDRESS: <div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div>

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 <small>(e.g. lot, house and lot, condominium and improvements)</small>	KIND <small>(e.g. residential, commercial, industrial, agricultural and mixed use)</small>	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: _____**NET WORTH : Total Assets less Total Liabilities =** _____

* Additional sheet/s may be used, if necessary.

BUSINESS INTERESTS AND FINANCIAL CONNECTIONS*(of Declarant / Declarant's spouse/ Unmarried Children Below Eighteen (18) years of Age Living in Declarant's Household)*☐ I/ We do not have any business interest or financial connection.

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

RELATIVES IN THE GOVERNMENT SERVICE*(Within the Fourth Degree of Consanguinity or Affinity. Include also Bilas, Balae and Inso)*☐ I/ We do not know of any relative/s in the government service)

NAME OF RELATIVE	RELATIONSHIP	POSITION	NAME OF AGENCY/OFFICE AND ADDRESS

I hereby certify that these are true and correct statements of my assets, liabilities, net worth, business interests and financial connections, including those of my spouse and unmarried children below eighteen (18) years of age living in my household, and that to the best of my knowledge, the above-enumerated are names of my relatives in the government within the fourth civil degree of consanguinity or affinity.

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

Date: _____

(Signature of Declarant)_____
(Signature of Co-Declarant/ Spouse)
 Government Issued ID: _____
 ID No.: _____
 Date Issued: _____

 Government Issued ID: _____
 ID No.: _____
 Date Issued: _____

SUBSCRIBED AND SWORN to before me this ____ day of _____, affiant exhibiting to me the above-stated government issued identification card.

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

<Name of Agency>
Summary List of Filers
Statement of Assets, Liabilities and Networth
Calendar Year _____

No.	NAME OF EMPLOYEE			TIN	POSITION	NET WORTH
	Lastname	Firstname	Middlename			
1	xxxxxxx	xxxxxx				
2						
3						
4						
5						
6						
7						
8						
9						
10						

Total Number of Filers: _____

Total Number of Personnel Complement: _____

Prepared by: _____

Noted by: _____

<Name and Signature>

Person In-charge of SALN

Position: _____

Email Address: _____

Contact No.: _____

Date : _____

<Name and Signature>

Head of Agency

Position: _____

Mailing Address: _____

Contact No.: _____

Date : _____

<Name of Agency>
Summary List of Filers
Statement of Assets, Liabilities and Networth
Calendar Year _____

C E R T I F I C A T I O N

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 were made in accordance with the review and compliance procedure in filing and submission of SALNs pursuant to CSC Memorandum Circular No. 10, s. 2006 (as amended by CSC Resolution No. 1300455 promulgated on March 04, 2013).

Issued on _____, _____.

Name and Signature
Chairperson

Name and Signature
Member

Name and Signature
Member