



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

January 15, 2025

**DIVISION MEMORANDUM**

No. 027, s. 2025

**SUBMISSION OF STATEMENT OF ASSETS, LIABILITIES, AND NET WORTH  
(SALN) FOR 2024**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Education Program Supervisors  
Public School District Supervisor  
Division Unit Heads  
All Division Office Personnel  
All Others Concerned

1. This Office reminds all concerned that the deadline for the submission of the Statement of Assets, Liabilities, and Net Worth (SALN) for CY 2024 is March 3, 2025. This is to provide ample time for the personnel in charge of the SALN to thoroughly check and verify all necessary entries.
2. The following required forms can be accessed at this URL <http://tinyurl.com/SDOSALN>
  - a. Revised CSC-SALN Form (as of January 2015)
  - b. Additional sheet for exclusive properties of the declarant's spouse and unmarried children below eighteen (18) years
  - c. Summary List of Filers
  - d. Certification of the Summary List of Filers

*The submission of CSC-SALN Form must be 5 copies: Filer, School/District, Division, (2) Ombudsman.*



Kabukiran, Calaylayan, Abucay 2114 Bataan

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CSC PRIME-HRM BRONZE AWARD



PHILIPPINE QUALITY AWARD  
COMMITMENT TO EXCELLENCE  
QUALITY MANAGEMENT LEVEL 3

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3. This also serves to inform all teaching and non-teaching personnel of the official signatories for the filling of the Statement of Assets, Liabilities, and Net Worth (SALN), in accordance to R.A. 6713, otherwise known as the Code of Conduct and Ethical Standards for Public Officials and Employees.

POSITION/TITLE	CATEGORY	SIGNATORY
SCHOOL HEADS/PRINCIPALS, TEACHERS, AND NON-TEACHING PERSONNEL	ELEMENTARY, JUNIOR HIGH SCHOOL, AND SENIOR HIGH SCHOOL	NOTARY PUBLIC, MAYOR, or BRGY. CAPTAIN

4. For immediate compliance

**CAROLINA S. VIOLETA, EdD, CESO V**  
Schools Division Superintendent