



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF AKLAN

May 15, 2020

DIVISION MEMORANDUM

No. **122**, s. 2020

**SUBMISSION OF COPIES OF STATEMENT OF ASSETS, LIABILITIES and NET WORTH
(SALN) FOR THE YEAR 2019**

To: **Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Heads of Public Elementary, Secondary and Integrated Schools
All Others Concerned**

1. Attached herewith is the copy of CSC Memorandum Circular No. 09, s. 2020 regarding the filing and submission of the Revised Statement of Assets, Liabilities and Net Worth (SALN) for the year 2019.
2. Please take note that the deadline of filing is on **June 30, 2020**.
3. Using the attached format, every school must submit to the District Office the following:
 - 3.1. **three (3) copies of summary list of employees** (for 201 file, CSC Office, and Office of the Ombudsman) **including those who have not submitted/filed their SALN**; and
 - 3.2. **one original and one certified copy of SALN per employee** (for 201 file and Office of the Ombudsman.) For school-based personnel, the copy of SALN shall be certified by the school head, while those who are not, the same shall be certified by the Administrative Officer V for Administrative Services of the Division Office.
4. The District Office shall consolidate the submitted file per school, including the other personnel assigned in the district, and submit the same to the Division Office on or before **July 3, 2020**. The SALN of personnel at the Division Office shall be submitted directly to the SDO Administrative Office.
5. A soft copy (in excel form) of the consolidated summary list per district must be submitted through email address **depedaklan_saln@hotmail.com** on or before **July 15, 2020**.
6. For your information, guidance and strict compliance.


MIGUEL MAC D. APOSIN EdD, CESO V
Schools Division Superintendent

PYM/mtb





Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF AKLAN

(Name of School-District)

STATEMENT OF ASSETS, LIABILITIES AND NETWORTH (SALN)
(as of December 31, 2019)

No.	Last Name	First Name	Middle Name	TIN	Position	Assets	Liabilities	Net Worth	Remarks
1	Cruz	Joy	De Juan		Teacher I	500,000.00	50,000.00	450,000.00	
2	Reyes	Mark	Smith		Teacher II	300,000.00	375,000.00	(75,000.00)	
3	Santos	Marie	Perez		Did not file/submitted SALN				
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									

Prepared by:

Certified Correct:

(School Head)





Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF AKLAN

Date:

(name of District)

LIST OF SCHOOLS WHO FILED/SUBMITTED THEIR STATEMENT OF ASSETS AND LIABILITIES (SALN)
FOR THE YEAR 2019

No.	Name of School	Total No. of Employees	No. of Employees who filed their SALN	Percentage of employees who filed/submitted their SALN
1	ABC Elementary School	10	10	100%
2	DEF Elementary School	50	49	98%
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

Prepared by:

Certified Correct:

(Public Schools District Supervisor)





MC No. 09, s. 2020

MEMORANDUM CIRCULAR

TO : ALL HEADS OF CONSTITUTIONAL BODIES; DEPARTMENTS; BUREAUS AND AGENCIES OF THE NATIONAL GOVERNMENT; LOCAL GOVERNMENT UNITS, GOVERNMENT OWNED OR CONTROLLED CORPORATIONS; AND STATE COLLEGES AND UNIVERSITIES

SUBJECT : Filing and Submission of the Revised Statement of Assets, Liabilities and Net Worth (SALN) Form for the Year 2020

Pursuant to **CSC Resolution No. 2000523** dated **April 3, 2020**, the Commission resolves to adopt the following guidelines in the filing and submission of the Statement of Assets, Liabilities and Net Worth (SALN) Form for the year 2020:

1. All public officials and employees are given additional period of sixty (60) days from April 30, 2020, the last day of filing of the Statement of Assets, Liabilities and Net Worth (SALN) Form for the year 2019 pursuant to Section 8 of Republic Act No. 6713 (Code of Conduct and Ethical Standards of Public Officials and Employees), or until June 30, 2020, to file their SALN Forms with their respective agencies, unless the circumstances require otherwise.
2. Those filing their SALN Forms between the period after April 30, 2020 and June 30, 2020 shall not be subjected to any administrative case relating to the non-filing of the SALN Form. However, those not filing their SALN Forms shall still be liable if they fail to file the same by June 30, 2020.
3. The last day of submission of the SALN Forms by all departments, agencies and offices to the appropriate repository agencies is extended from June 30, 2020 to August 31, 2020.
4. The foregoing parameters shall be subject to changes in case of any further issuances by the appropriate authorities, department and/or task force pertaining to the national emergency brought by COVID-19.

Bawat Kawani, Lingkod Bayani

5. The proper form to be used by all public officials and employees for the annual filing and submission of the SALN for the year 2020 shall be the Revised SALN Form (Revised as of January 2015) together with the Additional Sheets Form (Revised as of January 2015).

For your guidance.


ALICIA dela ROSA-BALA
Chairperson

03 April 2020