



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

April 7, 2025

**DIVISION MEMORANDUM**

**No. 194 , s. 2025**

**SUBMISSION OF SWORN STATEMENTS OF ASSETS, LIABILITIES and NET WORTH (SALN) AND DISCLOSURE OF BUSINESS INTEREST AND FINANCIAL CONNECTION FOR CALENDAR YEAR 2024**

To: **Chief Education Supervisors  
Education Program Supervisors  
Public Schools District Supervisors  
Principal/Head Teacher-In-Charge of the District  
Heads of Public Elementary, Secondary and Integrated Schools  
All Others Concerned**

1. Pursuant to DepEd Memorandum No. 25, s. 2013 titled “**Amendment to the Review and Compliance Procedure in the Filing and Submission of Statement of Assets, Liabilities and Net Worth and Disclosure of Business Interests and Financial Conditions**”, all concerned are hereby directed to submit a copy of their SALN for calendar year 2024. The SALN Form, revised as of January 2015 per CSC Resolution No. 1500088 promulgated on January 23, 2015 shall be used.
2. Using the attached format, every school must submit to the District Office the following:
  - 2.1. **three (3) copies of the summary list of employees who have filed their SALN for CY 2024;**
  - 2.2. **two (2) copies of SALN 2024 per employee;**
3. Employees who **failed** to file and submit their SALN must be included in the summary list.
4. The District Office shall consolidate the submitted file per school and submit the same to the Division Office on or before **April 21, 2025**.
5. A soft copy (*in excel file*) of the consolidated summary list per district must be submitted through email address [depedaklan.saln@gmail.com](mailto:depedaklan.saln@gmail.com) on or before **April 21, 2025**.
6. For your information, guidance and strict compliance.

  
**FELICIANO C. BUENAFE JR. CESO VI**  
Schools Division Superintendent

RFD/mtb



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