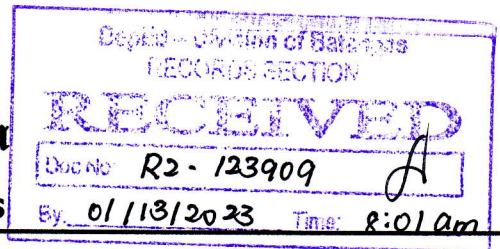




Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF BATANGAS



12 January 2023

DIVISION MEMORANDUM

No. 019, s. 2023

**SUBMISSION OF 2022 SWORN STATEMENT OF ASSETS LIABILITIES
AND NETWORTH (SALN)**

TO: Assistant Schools Division Superintendents
Chief- Curriculum Implementation Division (CID)
Chief- School Governance and Operations Division (SGOD)
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. Pursuant to Republic Act No. 6713 Re: Code of Conduct and Ethical Standards for Public Officials and Employees, this Office hereby advises all concerned personnel to submit duly accomplished STATEMENT OF ASSETS, LIABILITIES & NET WORTH (SALN) as of December 31, 2022, on or before February 28, 2023.
2. Please be guided by the following:
 - 2.1 In order to prevent unauthorized insertions or pulling out of pages, pagination shall read as page 1 of number of pages, page 2 of number of pages, and so on;
 - 2.2 The declarant is strictly required to fill in all applicable information in the SALN form. Otherwise, the such item should be marked with "N/A" or "not applicable".
3. Relative to the Memorandum of the Office of the Secretary and Legal Affairs (*Enclosure 1*) dated April 8, 2022, entitled "Clarification on the Authority of Certain Offices to Administer Oaths", all officials and employees are required to have their respective accomplished SALN Forms be notarized before a Notary Public.
4. The SALN Review and Compliance Procedure Committee (SRCPC) shall review and check the conformity of all entries in the employee SALNs. Upon completion of the review, the Individual SALN must be submitted in **one (1) original copy** and the SRCPC shall issue a Certificate of Review and Compliance of SALN and submit it to the Division Office with the following

DEPEDBATS-ODS-F-009/R/11-22-2021



Address: Provincial Sports Complex, Bolbok, 4200 Batangas City
☎(043)722-1840 / 722-1796 / 722-1437 / 722-2675 / 722-1662
✉deped.batangas@deped.gov.ph
🌐www.depedbatangas.org



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF BATANGAS

attachments all in two (2) copies, portrait format and printed in Folio (8.5 x 13 inches) paper size:

- 3.1 Letter to the Ombudsman with the number of filers (*Enclosure 2*)
 - 3.2 Certification (*Enclosure 3*)
 - 3.3 Summary of List of Filers per District in Elementary (*Enclosure 4*)
5. The submission of SALN shall be per district for the Elementary level, and per school for Junior High School and Senior High School.
 6. The electronic SALN must be in PDF, with file name; **SALN of (Surname, First Name Middle Name)** e.g. **SALN of DELA CRUZ, JUAN MARTINEZ** and all electronic copies shall be uploaded at **bit.ly/SALN_2022** in an encrypted file (zip file, RAR file, etc.)
 7. ALS Coordinators, Mobile Teachers, Education Program Specialists, Project Development Officers, and School Nurses shall submit their copy of SALN in their respective District Offices.
 8. DepEd Batangas ensures that the information gathered shall only be used for legal purposes in accordance with the Data Privacy Act policies of the Department.
 9. Wide and immediate dissemination of this memorandum is desired.

MERTHEL M. EVARDOME, CESO V
Schools Division Superintendent

DEPEDBATS-ODS-F-009/R1/11-22-2021



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🌐 www.depedbatangas.org

DEPARTMENT OF EDUCATION
RECORDS DIVISION, CENTRAL OFFICE
RELEASED
4515
Date: APR 11 2022
RANDYA LACTAOEN



IV-A

Republic of the Philippines
Department of Education

OFFICE OF THE ASSISTANT SECRETARY FOR LEGAL AFFAIRS

MEMORANDUM

DMOI-22-98
DEPARTMENT OF EDUCATION
RECEIVED
RECORDS SECTION, REGIONAL OFFICE NO.
MAY 31 2022
BY: [Signature] TIME: 1:55

TO : REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS

FROM : ATTY. ALBERTO T. ESCOBARTE, CESO II
Assistant Secretary

SUBJECT : Clarification on the Authority of Certain Officers to Administer Oaths

DATE : April 8, 2022

The Office of the Assistant Secretary for Legal Affairs issues this Memorandum to clarify the rules and guidelines on the authority of certain government officials to administer oaths.

Section 41 of Executive Order No. 292, otherwise known as the Administrative Code of 1987, as amended by R.A. 6733 and as further amended by R.A. 10755 provides that:

“[t]he following officers have general authority to administer oaths: President; Vice President; Members and Secretaries of both Houses of Congress; Members of the Judiciary; **Secretaries of Departments**; provincial governors and lieutenant-governors; city mayors; municipal mayors; bureau directors; **regional directors**; clerks of courts; registrars of deeds; **other civilian officers in the public service of the government of the Philippines whose appointments are vested in the President and are subject to confirmation by the Commission on Appointments**; all other constitutional officers; and notaries public.

The punong barangay is authorized to administer the oath of office of any government official including the President of the Philippines.” (Emphasis supplied.)¹

As can be gleaned from above, the authority to administer oath is limited to the officers mentioned therein. Following the legal maxim *expressio unius est exclusio alterius*, meaning that “where a statute, by its terms, is expressly limited to certain matters, it may not, by interpretation or construction, be extended to other matters,”² Schools Division Superintendents are not allowed to administer oaths in their official capacity for while their appointments are vested in the President, the same are not subject to confirmation by the Commission on Appointments. Regional Attorneys, Division Attorneys, Human Resource Management Officers, and Administrative Officers, not being among the officers

¹ Section 41, Executive Order No. 292, otherwise known as the Administrative Code of 1987.
² De La Salle Araneta University v. Bernardo, 805 Phil. 580 (2017).

enumerated, are likewise not allowed to administer oaths in their official capacity. In no case also should the Regional Directors delegate their authority to administer oath, like in Statements of Assets, Liabilities, and Net Worth (SALN), etc., to any official or staff in the Regional Offices.

For your information and guidance.

DE
RE



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF BATANGAS PROVINCE
DISTRICT

Department of Education - Division of Batangas Province
_____ DISTRICT
Summary List of Filers
Statement of Assets, Liabilities and Networth
Calendar Year 2022

CERTIFICATION

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 was 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 January __, 2022.

Name and Signature
Chairperson

Name and Signature
Member

Name and Signature
Member



Enclosure 3

For School



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF BATANGAS PROVINCE
DISTRICT

Department of Education - Division of Batangas Province
_____ SCHOOL/ _____ DISTRICT
Summary List of Filers
Statement of Assets, Liabilities and Networth
Calendar Year 2022

CERTIFICATION

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 was 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 January __, 2022.

Name and Signature
Chairperson

Name and Signature
Member

Name and Signature
Member

Enclosure 2

For District



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF BATANGAS PROVINCE
SCHOOL/ DISTRICT

The Deputy Ombudsman for Luzon

Ombudsman Building
Agham Road, North Triangle
Diliman, Quezon City 1101

Sir/Madam:

This Office has the honor to submit herewith the Statement of Assets and Liabilities and Net Worth and Business Disclosure (SALN) as of December 31, 2022 of the following teachers and non-teaching personnel in _____ **DISTRICT**.

This is to certify that out of ____ active employees from this district, _____ employees have completed and filed their SALN.

IN WITNESS WHEREOF, we have hereunto affixed our signatures on the 18TH day of January 2023 at _____, Batangas, Philippines.

Name and Signature
Chairperson

Name and Signature
Member

Name and Signature
Member

Enclosure 2

For School



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF BATANGAS PROVINCE
SCHOOL/ DISTRICT

The Deputy Ombudsman for Luzon

Ombudsman Building
Agham Road, North Triangle
Diliman, Quezon City 1101

Sir/Madam:

This Office has the honor to submit herewith the Statement of Assets and Liabilities and Net Worth and Business Disclosure (SALN) as of December 31, 2022 of the following teachers and non-teaching personnel in _____ **SCHOOL** _____ **DISTRICT**.

This is to certify that out of ____ active employees from this school, ____ employees have completed and filed their SALN.

IN WITNESS WHEREOF, we have hereunto affixed our signatures on the 18TH day of January 2023 at _____, Batangas, Philippines.

Name and Signature
Chairperson

Name and Signature
Member

Name and Signature
Member

Department of Education - Division of Batangas Province

District

Summary List of Filers

Statement of Assets, Liabilities and Networth

Calendar Year 2022

School A

No.	NAME OF EMPLOYEE			TIN	Position	Net Worth
	Lastname	Firstname	Middlename			
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						

School B

15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
31						
32						
33						

Total Number of Filers:

Total Number of Personnel Complement: _____

Prepared by:

Noted by:

Person In-charge of SALN

MERTHEL M. EVARDOME, CESO V

Head of Agency

Position:

Email Address:

Contact No.:

Position: Schools Division Superintendent

Mailing Address: DepEd Batangas - Provincial Sports

Complex, Bolbok, Batangas City, Batangas

Contact No.: 722-1840

Date :

Date :

Department of Education - Division of Batangas Province

School

Summary List of Filers

Statement of Assets, Liabilities and Networth

Calendar Year 2022

No.	NAME OF EMPLOYEE			TIN	Position	Net Worth
	Lastname	Firstname	Middlename			
1						
2						
3						
4						
5						
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7						
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31						
32						
33						
34						

Total Number of Filers:

Total Number of Personnel Complement: _____

Prepared by:

Noted by:

Person In-charge of SALN

MERTHEL M. EVARDOME, CESO V
Head of Agency

Position:
Email Address:
Contact No.:

Position: Schools Division Superintendent
Mailing Address: DepEd Batangas - Provincial Sports Complex, Bolbok, Batangas City, Batangas
Contact No.: 722-1840

Date :

Date :