



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



January 24, 2022

DIVISION MEMORANDUM

No. D22, s. 2022

**SUBMISSION OF 2021 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 advised all concerned personnel to submit duly accomplished STATEMENT OF ASSETS, LIABILITIES & NET WORTH (SALN) as of December 31, 2021 in electronic copies and two (2) original printed copies along with the Summary List of Filers and Certification on or before February 28, 2022.
2. Please be guided by the following Administering Officer:

POSITION	PERSON ADMINISTERING OATH
All Teachers and non-teaching within the school	School Heads (Principal, Head Teacher, Teacher-in Charge, Officer-in-Charge)
School Heads (Principal, Head Teacher, Teacher-in Charge, Officer-in-Charge)	Public Schools District Supervisor
Public Schools District Supervisor	Assistant Schools Division Superintendent (per assigned area)
Division Office Personnel	Administrative Officer V

3. The SALN Review and Compliance Procedure Committee (SRCPC) shall review and check conformity of all entries in the employee SALNs, upon completion of the review, the SRCPC shall issue a Certificate of Review and Compliance of SALN and submit it to the Division Office with the following attachments:
 - a. Summary of List of Filers
 - b. Number of Filers per School (District)
 - c. Certification

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



Address: Provincial Sports Complex, Bolbok, 4200 Batangas City
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- d. Letter to the Ombudsman
 - e. Electronic copy in Flash Drive
4. The electronic copies must be in PDF format and individually saved per declarant in the format below:

DOCUMENT	FILE NAME
SALN of Employee A	SALN of CRUZ, PEDRO B.
SALN of Employee B	SALN of DELA CRUZ, JUAN A.

5. ALS Coordinators, Mobile Teachers, Education Program Specialist, Project Development Officers and School Nurses shall submit their copy of SALN in their respective District Offices.
6. DepEd Batangas ensures that the information gathered shall only be used for legal purposes in accordance with Data Privacy Act policies of the Department.
7. Wide and immediate dissemination of this memorandum is desired.

MERTHEL M. EVARDOME, CESO V
Schools Division Superintendent

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