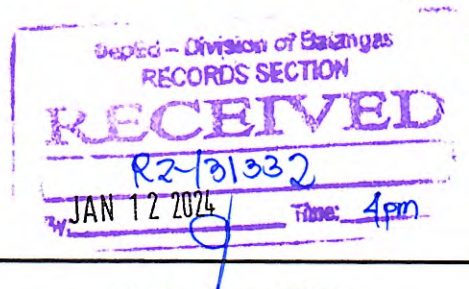




Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
SCHOOLS DIVISION OF BATANGAS



11 January 2024

**DIVISION MEMORANDUM**

No. 027, s. 2024

**SUBMISSION OF 2023 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, 2023, on or before March 05, 2024.
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



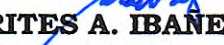


Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
**SCHOOLS DIVISION OF BATANGAS**

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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\_2023** 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.

  
**MARITES A. IBANEZ, CESO V**  
Schools Division Superintendent

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, 2023 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 18<sup>TH</sup> day of January 2024 at \_\_\_\_\_, Batangas, Philippines.

Name and Signature  
Chairperson

Name and Signature  
Member

Name and Signature  
Member



Address:





Enclosure 3

For District



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 2023

**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.

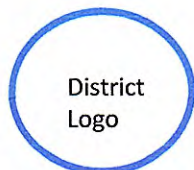
Further, the review was made in accordance with the review and compliance procedure in filing and submission of SALNs pursuant to CSC Memorandum Circular No. 10, s. 2006 (as amended by CSC Resolution No. 1300455 promulgated on March 04, 2013).

Issued on January \_\_, 2024.

Name and Signature  
Chairperson

Name and Signature  
Member

Name and Signature  
Member



Address:



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 2023

**CERTIFICATION**

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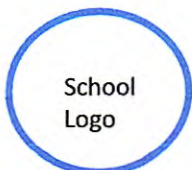
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Issued on January \_\_, 2024.

Name and Signature  
Chairperson

Name and Signature  
Member

Name and Signature  
Member



Address:



Enclosure 3

For District



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 2023

**C E R T I F I C A T I O N**

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.

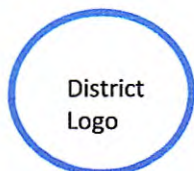
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Issued on January \_\_, 2024.

Name and Signature  
Chairperson

Name and Signature  
Member

Name and Signature  
Member



Address:





**Department of Education - Division of Batangas Province**  
**School**  
 Summary List of Filers  
 Statement of Assets, Liabilities and Network  
 Calendar Year 2023

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						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
31						
32						
33						
34						

**Total Number of Filers:**

**Total Number of Personnel Complement:** \_\_\_\_\_

Prepared by:

Noted by:

\_\_\_\_\_  
**Person In-charge of SALN**

**MARITES A. IBAÑEZ, 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**  
**District**  
 Summary List of Filers  
 Statement of Assets, Liabilities and Network  
 Calendar Year 2023

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

**MARITES A. IBAÑEZ, 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 :