

Republic of the Philippines
Department of Education
Region VI-Western Visayas
DIVISION OF SAGAY CITY

January 15, 2018


DIVISION MEMORANDUM

No. 020 s. 2018

**To: OIC-Asst. Schools Division. Supt.
Chief, SGOD & CID
PSDSs – District 1-10
School Heads of Public Elementary & Secondary Schools
Division Unit Heads
All Concerned**

**Subject: Submission of Sworn Statement of Assets, Liabilities and Net Worth
For Year Ending December 31, 2017**

1. The field is hereby informed that the Sworn Statement of Assets, Liabilities and Net Worth (SALN) for year ending 2017 is now due for submission. This is in compliance with Rule VII, Section 1 of RA 6713 (Code of Conduct and Ethical Standards for Public Officials and Employees).
2. The SALN is also one of the requirements in the grant of the Performance Based Bonus (PBB). Failure on the part of the employee to submit SALN will make that employee ineligible for the grant of the PBB.
3. In this regard, all concerned are hereby instructed to submit their duly notarized SALN for 2017 c/o Records Section, this Office, not later than February 15, 2018. In case of joint filing by spouse, submission of the photocopy of the SALN filed in other school or agency is required. The schools are hereby requested to submit 100% SALN of their teachers/personnel.
4. The consolidated list of Personnel who have submitted the required SALN will be submitted by the office to the Civil Service Commission and Office of the Ombudsman on April 1, 2018.
5. For strict compliance.


MARSETTE D. SABBALUCA, CESO VI
Asst. Schools Division Superintendent
Officer in Charge
Office of the Schools Division Superintendent