



Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF BILIRAN

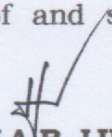
January 15, 2021

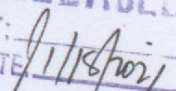
DIVISION MEMORANDUM
No. 013, s. 2021

**SUBMISSION OF STATEMENT OF ASSETS, LIABILITIES, AND NETWORTH (SALN)
FOR CY 2020**

To: Asst. Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All SDO Personnel
This Division

1. As mandated, all government officials and employees shall file their Statement of Assets, Liabilities, and Networth (SALN) every year.
2. All Division, District, and School Officials and employees are reminded to submit a notarized Statement of Assets, Liabilities, and Networth as of December 31, 2020 **on or before March 31, 2021.**
3. To facilitate an orderly and timely submission of the SALN, the Public Schools District Supervisors and Secondary School Heads are advised to ensure the accuracy and completeness of the SALNs with the following reminders:
 - 3.1. Submit **two (2) original copies of notarized SALN**, segregated into Ombudsman copy and Division Office file copy by District and Secondary school including the six (6) autonomous schools.
 - 3.2. Submit **electronic copies of scanned notarized SALN in portable document format (pdf)** with filename: SALN of lastname, firstname, middle initial (ex. SALNofDelaCruz,JuanP.)
 - 3.3. Use long size paper only for the SALN
 - 3.4. Keep own/personal file for future use
 - 3.5. Submit to the Division Office Records Section with **three (3) copies of transmittal of SALN filers.** Late filers are advised to submit directly to the Office of the Ombudsman, Tacloban City.
4. Non-submission of SALN to the Office of the Ombudsman is a violation of Section 8 of RA No. 6713 punishable by suspension of one (1) month and one (1) day up to six (6) months for the first offense and dismissal from service for the second offense.
5. Immediate and wide dissemination of and strict compliance with this memorandum are desired.


JUDELLA R. LUMPAS EdD, CESO VI
OIC, Schools Division Superintendent

DIVISION OF BILIRAN
NAVAL, BILIRAN
RELEASED
BY: 
DATE: 1/18/2021



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