



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

January 19, 2022

DIVISION MEMORANDUM

No. 021, s. 2022

**SUBMISSION OF STATEMENT OF ASSETS, LIABILITIES, AND NETWORTH (SALN)  
FOR CY 2021**

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, 2021 **on or before March 31, 2022**.
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 Elementary and Secondary schools in the District including the 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. **SALNDelaCruz,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



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