



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
SCHOOLS DIVISION OF NEGROS ORIENTAL

**Office of the Schools Division
Superintendent**

02.10.2022

DIVISION MEMORANDUM
No. 77, s. 2022

**SUBMISSION OF SWORN STATEMENT OF ASSETS, LIABILITIES AND
NET WORTH (SALN) FORMS AS OF DECEMBER 31, 2021**

TO: OIC – Asst. Schools Division Superintendents
Chief Education Supervisors
Education Program Supervisors/Coordinators
Public Schools District Supervisors/District-In-Charge
Public Elem./Secondary Schools Administrators
Teaching/Non-Teaching Personnel

1. Pursuant to Republic Act No. 6713 or the Code of Conduct and Ethical Standards for Public Officials and Employees requiring all public officials and employees to file and submit under oath their Statement of Assets, Liabilities and Net Worth (SALN).
2. Prescribed forms to be submitted:
 - a. Duly accomplished Statement of Assets, Liabilities and Net Worth (Revised as of January 2015) – Two (2) Copies ALL ORIGINAL
 - 1 copy for CSC File;
 - 1 copy for Personal File;
 - For joint filing, prepare 3 copies
 - ✓ Strictly NO erasures.
 - ✓ Use long bond paper.
 - ✓ Use BLUE ballpen in signing.
 - ✓ If MARRIED (as of December 2021), husband and wife must sign even if the spouse is not a government employee or not employed.
 - ✓ Only **One (1) FOLDER** each level of duly notarized SALN should be submitted to Division Administrative Section. (for CSC File)
 - Red – Elementary
 - Blue – Junior HS
 - Yellow – Senior HS
 - ✓ Submission must be by district.



Address:Kagawasan Avenue, Capitol Area, Daro, Dumaguete City
Telephone Nos.:(035)225-2838 / 225-2376 / 422-7644
Email Address:negros.oriental@deped.gov.ph

- b. Summary List of Filers – 1 copy
- ✓ Permanent Teaching, Non-Teaching and Provisional Personnel as of January 31, 2022 including those who are on leave of absences shall be required to accomplish the SALN.
 - ✓ Use short bond paper
 - ✓ Font style-Arial, font size-10 and in proper case
 - ✓ Send soft copy in excel file through bit.ly/SummaryList
- c. Certification that the SALNs submitted/included in the Summary List of Filers were reviewed and found compliant by the District Review and Compliance Committee.
- d. Certification of officials/employees who failed to submit their SALN for 2021 duly notarized – 2 original copies. (for CSC file and Division file)
- ✓ Failure to file SALN is a violation of Section 8 of RA 6713 with penalties of imprisonment not exceeding five (5) years, or a fine not exceeding five thousand pesos (P 5,000), or both, and, in the discretion of the court of competent jurisdiction, disqualification to hold public office.
 - ✓ Indicate NONE if submission is complete.
- e. Electronic copies of the SALNs
- ✓ Electronic copies of the SALNs must be in **PDF** and individually saved per declarant. All files must be saved in a digital versatile disc (DVD) per district. The file name of the soft copy must be the same as the document title.

Example:

Document	File Name
SALN of Employee A	SALN of Employee A.pdf

3. Deadline for submission:
 February 28, 2022 – Submission of SALN to School/SALN in-charge
 March 31, 2022 – Submission of Duly Notarized and Scanned Copies of SALN to Division Administrative Section
4. Widest dissemination and strict compliance of this Memorandum is desired.

ppaulin
SENEP PRISCILLO P. PAULIN, CESO V
 Schools Division Superintendent

Encl.: Prescribed Forms
 References: RA 6713, Section 8
 Ombudsman Memo Circular No. 2, s. 2017
 SPP/NLR-JMA-MRP/AdS/LE/RY/joadiente
 February 2, 2022



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Email Address: negros.oriental@deped.gov.ph

SWORN STATEMENT OF ASSETS, LIABILITIES AND NET WORTH

As of _____

(Required by R.A. 6713)

Note: Husband and wife who are both public officials and employees may file the required statements jointly or separately.

Joint Filing
 Separate Filing
 Not Applicable

DECLARANT:	(Family Name) (First Name) (M.I.)	POSITION:	
ADDRESS:		AGENCY/OFFICE:	
		OFFICE ADDRESS:	
SPOUSE:	(Family Name) (First Name) (M.I.)	POSITION:	
		AGENCY/OFFICE:	
		OFFICE ADDRESS:	

UNMARRIED CHILDREN BELOW EIGHTEEN (18) YEARS OF AGE LIVING IN DECLARANT'S HOUSEHOLD

NAME	DATE OF BIRTH	AGE

ASSETS, LIABILITIES AND NETWORTH

(Including those of the spouse and unmarried children below eighteen (18) years of age living in declarant's household)

1. ASSETS

a. Real Properties*

DESCRIPTION <small>(e.g. lot, house and lot, condominium and improvements)</small>	KIND <small>(e.g. residential, commercial, industrial, agricultural and mixed use)</small>	EXACT LOCATION	ASSESSED VALUE	CURRENT FAIR MARKET VALUE	ACQUISITION		ACQUISITION COST
			<small>(As found in the Tax Declaration of Real Property)</small>		YEAR	MODE	

Subtotal: _____

b. Personal Properties*

DESCRIPTION	YEAR ACQUIRED	ACQUISITION COST/AMOUNT

Subtotal : _____

TOTAL ASSETS (a+b): _____

* Additional sheet/s may be used, if necessary.

2. LIABILITIES*

NATURE	NAME OF CREDITORS	OUTSTANDING BALANCE

TOTAL LIABILITIES: _____

NET WORTH : Total Assets less Total Liabilities = _____

* Additional sheet/s may be used, if necessary.

BUSINESS INTERESTS AND FINANCIAL CONNECTIONS

(of Declarant /Declarant's spouse/ Unmarried Children Below Eighteen (18) years of Age Living in Declarant's Household)

I/ We do not have any business interest or financial connection.

NAME OF ENTITY/BUSINESS ENTERPRISE	BUSINESS ADDRESS	NATURE OF BUSINESS INTEREST &/OR FINANCIAL CONNECTION	DATE OF ACQUISITION OF INTEREST OR CONNECTION

RELATIVES IN THE GOVERNMENT SERVICE

(Within the Fourth Degree of Consanguinity or Affinity. Include also Bilas, Balae and Inso)

I/ We do not know of any relative/s in the government service)

NAME OF RELATIVE	RELATIONSHIP	POSITION	NAME OF AGENCY/OFFICE AND ADDRESS

I hereby certify that these are true and correct statements of my assets, liabilities, net worth, business interests and financial connections, including those of my spouse and unmarried children below eighteen (18) years of age living in my household, and that to the best of my knowledge, the above- enumerated are names of my relatives in the government within the fourth civil degree of consanguinity or affinity.

I hereby authorize the Ombudsman or his/her duly authorized representative to obtain and secure from all appropriate government agencies, including the Bureau of Internal Revenue such documents that may show my assets, liabilities, net worth, business interests and financial connections, to include those of my spouse and unmarried children below 18 years of age living with me in my household covering previous years to include the year I first assumed office in government.

Date: _____

(Signature of Declarant)

(Signature of Co-Declarant/ Spouse)

Government Issued ID: _____
ID No.: _____
Date Issued: _____

Government Issued ID: _____
ID No.: _____
Date Issued: _____

SUBSCRIBED AND SWORN to before me this ____ day of _____, affiant exhibiting to me the above-stated government issued identification card.

(Person Administering Oath)

SWORN STATEMENT OF ASSETS, LIABILITIES AND NET WORTH

As of _____

(Additional sheet/s for the exclusive properties of the declarant's spouse and unmarried children below eighteen (18) years of age living in declarant's household)

NAME: _____ **POSITION:** _____
 (Family Name) (First Name) (M.I.) **AGENCY/OFFICE:** _____

ASSETS, LIABILITIES AND NET WORTH

1. ASSETS

a. Real Properties

DESCRIPTION <small>(e.g. lot, house and lot, condominium and improvements)</small>	KIND <small>(e.g. residential, commercial, industrial, agricultural and mixed use)</small>	EXACT LOCATION	ASSESSED VALUE	CURRENT FAIR MARKET VALUE	ACQUISITION		ACQUISITION COST
			<small>(As found in the Tax Declaration of Real Property)</small>		YEAR	MODE	

b. Personal Properties

DESCRIPTION	YEAR ACQUIRED	ACQUISITION COST/AMOUNT

2. LIABILITIES

NATURE	NAME OF CREDITORS	OUTSTANDING BALANCE

BUSINESS INTERESTS AND FINANCIAL CONNECTIONS

NAME OF ENTITY/BUSINESS ENTERPRISE	BUSINESS ADDRESS	NATURE OF BUSINESS INTEREST &/OR FINANCIAL CONNECTION	DATE OF ACQUISITION OF INTEREST OR CONNECTION

SWORN STATEMENT OF ASSETS, LIABILITIES AND NET WORTH

As of _____
 (Additional sheet/s for the declarant)

NAME: _____ **POSITION:** _____
 (Family Name) (First Name) (M.I.) **AGENCY/OFFICE:** _____

ASSETS, LIABILITIES AND NET WORTH

I. ASSETS

a. Real Properties

DESCRIPTION <small>(e.g. lot, house and and improvements)</small>	KIND <small>(e.g. residential, commercial, industrial, agricultural and mixed use)</small>	EXACT LOCATION	ASSESSED	CURRENT FAIR	ACQUISITION		ACQUISITION COST
			VALUE <small>(As found in the Tax Declaration of Real Property)</small>	MARKET VALUE	YEAR	MODE	

Subtotal: _____

b. Personal Properties

DESCRIPTION	YEAR ACQUIRED	ACQUISITION COST/AMOUNT

Subtotal : _____

TOTAL ASSETS (a+b): _____

2. LIABILITIES

NATURE	NAME OF CREDITORS	OUTSTANDING BALANCE

TOTAL LIABILITIES: _____

BUSINESS INTERESTS AND FINANCIAL CONNECTIONS

NAME OF ENTITY/BUSINESS ENTERPRISE	BUSINESS ADDRESS	NATURE OF BUSINESS INTEREST &/OR FINANCIAL CONNECTION	DATE OF ACQUISITION OF INTEREST OR CONNECTION



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
SCHOOLS DIVISION OF NEGROS ORIENTAL

Attachment B

Summary List of Filers
Statement of Assets, Liabilities and Net Worth
Calendar Year 2021

District: _____

Level: _____

No.	NAME OF EMPLOYEE			TIN	POSITION (Complete)	SCHOOL (in Alphabetical Order)	NET WORTH
	Lastname	Firstname	Middlename				
1	xxxxxx	xxxxxxx	xxxxxxx				
2							
3							
4							
5							
6							
7							

Total Number of Filers: _____

Total Number of Personnel Complement: _____

Submitted by:

District Supervisor/District-In-Charge



Address: Kagawasan Avenue, Capitol Area, Daro, Dumaguete City
Telephone Nos.: (035) 225-2838 / 225-2376 / 422-7644
Email Address: negros.oriental@deped.gov.ph



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
SCHOOLS DIVISION OF NEGROS ORIENTAL

Attachment C

Summary List of Filers
Statement of Assets, Liabilities and Net Worth
Calendar Year 2021

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 _____, 20____.

Name and Signature

Chairperson
(PSDS/DIC)

Name and Signature

Member

Name and Signature

Member



Address:Kagawasan Avenue, Capitol Area, Daro, Dumaguete City

Telephone Nos.:(035)225-2838 / 225-2376 / 422-7644

Email Address:negros.oriental@deped.gov.ph



Republic of the Philippines
Department of Education
 REGION VII – CENTRAL VISAYAS
 SCHOOLS DIVISION OF NEGROS ORIENTAL

Attachment D

CERTIFICATION

This is to certify that the following officials/employees of this Office have FAILED to submit their Statement of Assets, Liabilities and Net Worth and Disclosure of Business Interest and Financial Connections for the year 2021 as required under Section 8 of Republic Act No. 6713 as implemented by Memorandum Circular issued by the Office of the Ombudsman on June 21, 1995

Name of Official / Employee (in Alphabetical Order)	Designation / Position	Remarks
--------------------------------------------------------	------------------------	---------

- 1.
- 2.
- 3.

This certification is being issued for whatever legal purpose it may serve.

 Place and Date of Issuance

 Administrative/Personnel Head

SUBSCRIBED AND SWORN TO before me this _____ day of _____, 20____ at _____

 Administering Officer



Address:Kagawasan Avenue, Capitol Area, Daro, Dumaguete City
 Telephone Nos.:(035)225-2838 / 225-2376 / 422-7644
 Email Address:negros.oriental@deped.gov.ph

SAMPLE

Revised as of January 2015
Per CSC Resolution No. 1500088
Promulgated on January 23, 2015

SWORN STATEMENT OF ASSETS, LIABILITIES AND NET WORTH

As of December 30, 2018

(Required by R.A. 6713)

Note: Husband and wife who are both public officials and employees may file the required statements jointly or separately.

Joint Filing Separate Filing Not Applicable

DECLARANT:	Dela Cruz	Juan	M.	POSITION:	Clerk V
	(Family Name)	(First Name)	(M.I.)	AGENCY/OFFICE:	Civil Service Commission
ADDRESS:	1 Rizal St., Sampaloc, Manila			OFFICE ADDRESS:	CSC Bldg., IBP Road, Batasan Hills, Quezon City
SPOUSE:	Dela Cruz	Juana	M.	POSITION:	Director II
	(Family Name)	(First Name)	(M.I.)	AGENCY/OFFICE:	Civil Service Commission
				OFFICE ADDRESS:	CSC Bldg., IBP Road Batasan Hills, Quezon City

UNMARRIED CHILDREN BELOW EIGHTEEN (18) YEARS OF AGE LIVING IN DECLARANT'S HOUSEHOLD

NAME	DATE OF BIRTH	AGE
Gabriel M. dela Cruz	1/2/2005	13
Michael M. dela Cruz	5/2/2010	9
Angelica M. dela Cruz	10/11/2017	2
N/A	N/A	N/A

ASSETS, LIABILITIES AND NETWORTH

(Including those of the spouse and unmarried children below eighteen (18) years of age living in declarant's household)

1. ASSETS

a. Real Properties*

DESCRIPTION <small>(e.g. lot, house and lot, condominium and improvements)</small>	KIND <small>(e.g. residential, commercial, industrial, agricultural and mixed use)</small>	EXACT LOCATION	ASSESSED VALUE	CURRENT FAIR MARKET VALUE	ACQUISITION		ACQUISITION COST
			<small>(As found in the Tax Declaration of Real Property)</small>		YEAR	MODE	
House and Lot (mort.)	Residential	1 Rizal St., Sampaloc, Manila	P800,000.00	P1,500,000.00	2003	Sale with mortgage	P5,000,000.00
Building (1/3 co-owned)	Commercial	1 Quezon Ave., Tandang Sora, Cavite	P1,200,000.00	P2,000,000.00	2000	Deed of Sale	P1,500,000.00
Farm lot	Agricultural	Brgy. Kaligayahan, Cavite	P900,000.00	P1,200,000.00	2010	Inherited	0
Lot	Mixed use	Santa Fe Subd., Brgy. Ana, Quezon City	P600,000.00	P800,000.00	2008	Deed of Sale	P1,300,000.00

Subtotal: P7,500,000.00

b. Personal Properties*

DESCRIPTION	YEAR ACQUIRED	ACQUISITION COST/AMOUNT
Condominium Unit (contract to sell)	2015	P500,000.00
Furniture	2000-present	P150,000.00
Appliances	2000-present	P200,000.00
Shares of stock	2013	P50,000.00

Subtotal: P3,250,000.00

TOTAL ASSETS (a+b): P11,050,000.00

* Additional sheet/s may be used, if necessary.

2. LIABILITIES*

NATURE	NAME OF CREDITORS	OUTSTANDING BALANCE
Personal debt	Eddie dela Cruz	P800,000.00
Housing Loan	Pag-IBIG	P2,500,000.00
Contract to Sell	DMCI	P1,000,000.00
GSIS Multipurpose loan	GSIS	P60,000.00

TOTAL LIABILITIES: P4,360,000.00

NET WORTH : Total Assets less Total Liabilities = P6,690,000.00

* Additional sheet/s may be used, if necessary.

BUSINESS INTERESTS AND FINANCIAL CONNECTIONS

(of Declarant / Declarant's spouse/ Unmarried Children Below Eighteen (18) years of Age Living in Declarant's Household)

I/We do not have any business interest or financial connection.

NAME OF ENTITY/BUSINESS INTERESTS	BUSINESS ADDRESS	NATURE OF BUSINESS INTEREST &/OR FINANCIAL CONNECTION	DATE OF ACQUISITION OF INTEREST OR CONNECTION
Sea Travel and Tours	Agapito St., Sampaloc, Manila	Owner	2015
N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A

RELATIVES IN THE GOVERNMENT SERVICE

(Within the Fourth Degree of Consanguinity or Affinity. Include also Bilas, Balae and Inso)

I/We do not know of any relative/s in the government service)

NAME OF RELATIVE	RELATIONSHIP	POSITION	NAME OF AGENCY/OFFICE AND ADDRESS
Nadine Lustre	sister	Attorney V	Department of Education, Quezon City
James Reid	cousin	Property Officer III	Department of Public Works and Highway, Pasig
Anne Curtis	aunt	Health Officer	Municipality of Bukid, Batangas
N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A

I hereby certify that these are true and correct statements of my assets, liabilities, net worth, business interests and financial connections, including those of my spouse and unmarried children below eighteen (18) years of age living in my household, and that to the best of my knowledge, the above-enumerated are names of my relatives in the government within the fourth civil degree of consanguinity or affinity.

I hereby authorize the Ombudsman or his/her duly authorized representative to obtain and secure from all appropriate government agencies, including the Bureau of Internal Revenue such documents that may show my assets, liabilities, net worth, business interests and financial connections, to include those of my spouse and unmarried children below 18 years of age living with me in my household covering previous years to include the year I first assumed office in government.

Date: 03/15/2019

(Signature of Declarant)

(Signature of Co-Declarant/ Spouse)

Government Issued ID: CSC ID
ID No.: 123456
Date Issued: 01/02/2018

Government Issued ID: CSC ID
ID No.: 987654
Date Issued: 01/05/2018

SUBSCRIBED AND SWORN to before me this 15 day of March 2019, affiant exhibiting to me the above-stated government issued identification card.

Lady Goya Sanchez
(Person Administering Oath)

SWORN STATEMENT OF ASSETS, LIABILITIES AND NET WORTH

As of December 31, 2018
 (Additional sheet/s for the declarant)

NAME: Dela Cruz Juan M. **POSITION:** Clerk V
 (Family Name) (First Name) (M.I.) **AGENCY/OFFICE:** Civil Service Commission

ASSETS, LIABILITIES AND NET WORTH

1. ASSETS

a. Real Properties

PROPERTY TYPE (e.g. lot, house and lot, condominiums and improvements)	USE (e.g. residential, commercial, industrial, agricultural and mixed use)	EXACT LOCATION	ASSESSED VALUE	CURRENT FAIR MARKET VALUE	ACQUISITION		ACQUISITION COST
			(As stated in the Tax Declaration of Real Property)		YEAR	MODE	
condominium	residential	SM Prima Towers, EDSA, Mandaluyong City	P1,000,000.00	P1,750,000.00	2016	donation	0
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Subtotal: Php 0

b. Personal Properties

DESCRIPTION	YEAR ACQUIRED	ACQUISITION COST/AMOUNT
Jewelry	2000-present	P 100,000.00
Mitsubishi Montero	2010	P1,200,000.00
Hand gun (Glock)	2012	P 50,000.00
Cash in bank	2000-present	P 800,000.00
Cash on hand	2018	P 200,000.00

Subtotal: Php 2,350,000.00

TOTAL ASSETS (a+b): Php 2,350,000.00

2. LIABILITIES

NATURE	NAMES OF CREDITORS	OUTSTANDING BALANCE
N/A	N/A	N/A
N/A	N/A	N/A
N/A	N/A	N/A

TOTAL LIABILITIES: N/A

BUSINESS INTERESTS AND FINANCIAL CONNECTIONS

NAME OF ENTITY/BUSINESS ENTERPRISE	BUSINESS ADDRESS	NATURE OF BUSINESS INTEREST &/OR FINANCIAL CONNECTION	DATE OF ACQUISITION OF INTEREST OR CONNECTION
N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A

STATEMENT OF ASSETS, LIABILITIES AND NET WORTH

As of December 31, 2018

(Additional sheet/s for the exclusive properties of the declarant's spouse and unmarried children below eighteen (18) years of age living in declarant's household)

NAME: De la Cruz Juan M. **POSITION:** Clerk III
 (Family Name) (First Name) (M.I.) **AGENCY/OFFICE:** Civil Service Commission

ASSETS, LIABILITIES AND NET WORTH

1. ASSETS

a. Real Properties

DESCRIPTION <small>(e.g. lot, building, land, condominium, and improvements)</small>	KIND <small>(e.g. residential, commercial, industrial, agricultural and related uses)</small>	EXACT LOCATION	ASSESSED VALUE	CURRENT FAIR MARKET VALUE	ACQUISITION		ACQUISITION COST
			<small>(As stated in the Tax Declaration of Real Property)</small>		YEAR	MODE	
lot	agricultural	Brgy. Kaligayahan, Sto. Tomas, Batangas	P150,000.00	P210,000.00	2018	donation	0
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

b. Personal Properties

DESCRIPTION	YEAR ACQUIRED	ACQUISITION COST / AMOUNT
N/A	N/A	N/A
N/A	N/A	N/A
N/A	N/A	N/A
N/A	N/A	N/A

2. LIABILITIES

NATURE	NAME OF CREDITORS	OUTSTANDING BALANCE
N/A	N/A	N/A
N/A	N/A	N/A
N/A	N/A	N/A
N/A	N/A	N/A

BUSINESS INTERESTS AND FINANCIAL CONNECTIONS

NAME OF ENTITY/BUSINESS ENTERPRISE	BUSINESS ADDRESS	NATURE OF BUSINESS INTEREST &/OR FINANCIAL CONNECTION	DATE OF ACQUISITION OF INTEREST OR CONNECTION
N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A