



Republic of the Philippines  
**Department of Education**  
SOCCSKSARGEN REGION  
SCHOOLS DIVISION OF SARANGANI

20 Feb 2025

**DIVISION MEMORANDUM**

No. **030**, s. 2025

SUBMISSION OF 2024 STATEMENT OF ASSETS, LIABILITIES, AND NET WORTH

To: Chief Education Supervisors  
Education Program Supervisors  
Public Schools District Supervisors  
SDO Section and Unit Heads and Staff  
Public Elementary and Secondary School Heads  
All Others Concerned

1. Pursuant to Republic Act No. 6713 or the Code of Conduct and Ethical Standards for Public Officials and Employees, all teaching and non-teaching personnel are required to submit their 2024 Statement of Assets, Liabilities, and Net Worth (SALN) **on or before April 30, 2025**.

2. For school-based personnel, school heads shall submit the consolidated hard copy of SALN of all teaching and non-teaching personnel of his/her school and a soft copy (in excel format) of the Summary of filers to the Municipal-in-Charge personnel at the Personnel Unit. All SALNs and certifications to be submitted to the said office must have been stamped "Received" by the Office of the Ombudsman (OMB).

3. In addition to the hard copies, school heads must also submit to the OMB electronic copies of the SALNs. These must be in a PDF file and individually saved per declarant in compact discs or flash drives, using the file name specified below:

Document	File Name
SALN of <u>Name of Employee</u> Sample: SALN of Juan S. Dela Cruz	SALN of <u>Name of Employee.pdf</u> SALN of Juan S. Dela Cruz.pdf

4. All school administrative assistants and administrative officers are expected to submit their SALNs to their respective official stations. For SDO officials and personnel, including Public Schools District Supervisors, their SALN must be directly submitted to the Personnel Unit and through this link: <https://forms.office.com/r/YgzVicCZGn>.

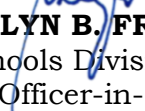
5. Enclosed are the SALN Form (revised 2015), Certifications and Summary of Filers for your reference. All individual SALNs and certifications must be subscribed and sworn to by a notary public or any public official authorized to administer oath.



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6. For inquiries, contact Ms. Irma May G. Dinasas at 09122029138.
7. Widest dissemination of and strict compliance with this Memorandum is directed.

  
**ATTY. NELYN B. FRINAL, CESO VI**  
Assistant Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent

Encl.: As stated

Reference: As stated

To be indicated in the Perpetual Index  
under the following subjects:

FORMS  
REPORTS

IMGD/OSDS-ASS/DM – submission of 2024 statement of assets, liabilities, and net worth  
0208/February 20, 2025

# CERTIFICATION

I,           **(Name of School Head)**          , hereby certify that the SALNs herewith submitted electronically are faithful reproductions of the original SALNs of the officials and employees of           **Name of School**           as listed in the attached summary report of the undersigned and as noted by the Administrative Officer.

Done this \_\_\_\_\_ of \_\_\_\_\_, 2025 at \_\_\_\_\_,  
Sarangani Province.

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Name and Signature of School Head

SUBSRIBED AND SWORN TO before me this \_\_\_\_\_ day of  
\_\_\_\_\_ 2025 at \_\_\_\_\_, Philippines.

Notary Public

# 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 2019 as required under section 8 of Republic Act 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

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

Issued this \_\_\_\_ day of \_\_\_\_\_, 2025 at \_\_\_\_\_,  
Sarangani Province.

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**Name and Signature of School Head**

SUBSCRIBED AND SWORN TO before me this \_\_\_\_ day of \_\_\_\_\_, 2025  
at \_\_\_\_\_, Sarangani Province.

NOTARY PUBLIC

# 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 were 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 \_\_\_\_\_, 2025 at \_\_\_\_\_, Sarangani Province.

Chairman

Member

Member

Letterhead of School

SUMMARY LIST OF FILERS  
STATEMENT OF ASSETS, LIABILITIES AND NETWORTH  
CALENDAR YEAR 2023

No.	NAME OF EMPLOYEE (Last Name, First Name Middle Name)	TIN	POSITION	ASSETS	LIABILITIES	NETWORTH	If the spouse is with the government service, pls indicate:		Please check if joint filing
							NAME OF SPOUSE	NAME AND ADDRESS OF AGENCY	

Total No. of Filers:

Total No. of Personnel Complement:

Prepared by: (Name and Signature of School Head)

Position:

Email Address:

Contact No.:

Date:

Noted by: IRMA MAY G. DINASAS

Position: Administrative Officer V

Email

Address: [irmamay.dinasas@deped.gov.ph](mailto:irmamay.dinasas@deped.gov.ph)

Contact No.: 09122029138

Date: