

**MEMORANDUM**

TO : DISTRICT SUPERVISORS/OICs OF DISTRICTS
ELEMENTARY SCHOOL PRINCIPALS
SECONDARY SCHOOL PRINCIPALS/OICs of SEC. SCHOOLS

FROM: ATTY. DONATO D. BALDERAS, JR.
Schools Division Superintendent

SUBJECT: ACCOMPLISHMENT AND SUBMISSION OF SALN FORMS

DATE: January 03, 2019

PARTICULARS

Pursuant to Section 8 of Republic Act 6713, you are hereby required to submit to the Administrative Office **two (2) original signed copy** of your **STATEMENT OF ASSETS, LIABILITIES AND NETWORTH (revised 2017) as of December 31, 2018** under oath, on or before **February 28, 2019**.

For purposes of accomplishing the **FY 2017 STATEMENT OF ASSETS, LIABILITIES AND NETWORTH (SALN)** and as prescribed by law, the following authorities are allowed to administer the oath for said SALN Form to wit:

ELEMENTARY SCHOOL PRINCIPALS – for all Teachers and non-Teaching personnel in their respective Schools;

SECONDARY SCHOOL PRINCIPALS – for all Teachers and non-Teaching personnel in their respective schools;

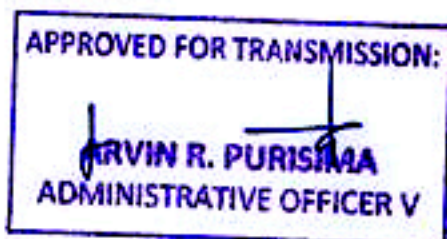
ADMINISTRATIVE OFFICER V – for Secondary School Principals, Public Schools District Supervisors, and all Teachers and non-Teaching personnel (Elementary & Secondary) of schools handled by OICs, and Division Office Regular personnel;

Duly accomplished SALN Forms must be submitted on or before February 28, 2019 at the Administrative Office of the Division.

It is requested that submission thereof be by District (for the elementary level) and by school (for the secondary level). Please follow attached Form and format for transmittal. Heads of the school / heads of the district need to certify the compliance of personnel. **SCANNED SALN, COMPLIANCE CERTIFICATE & TRANSMITTAL SHALL BE SUBMITTED & SAVED IN CD.**

Failure to comply shall be ground for administrative and/or criminal action.

For **STRICT** compliance.




ATTY. DONATO D. BALDERAS, JR.
Schools Division Superintendent

****TRANSMITTAL FORMAT

The Deputy Ombudsman for Luzon
Quezon City

Sir/Madam:

I have the honor to submit herewith the **SWORN STATEMENT OF ASSETS, LIABILITIES AND NETWORK (SALN)** as of **DECEMBER 31, 2018** of the Teachers and Employees of the _____, Pangasinan, to wit:

NO.	SCHOOL	NAME	SG	POSITION	TIN	NETWORTH

Very truly yours,

Schoolhead / PSDS

Note:

Arranged by School
Arranged alphabetically

CERTIFICATE OF COMPLIANCE

This is to certify that ALL teaching and non-teaching personnel of _____
(school/district), Pangasinan Division II had complied the preparation of their **STATEMENT OF ASSETS,
LIABILITIES AND NET WORTH (SALN)** as of December 31, 2017.

Schoolhead / PSDS

Note:

Non-compliant must be listed with the reason of non-compliance