



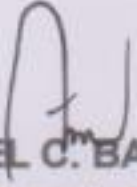
Republic of the Philippines
Department of Education
Region IV-A CALABARZON

CITY SCHOOLS DIVISION OFFICE OF ANTIPOLO



MEMORANDUM

TO : Officer-In-Charge Assistant Schools Division Superintendent,
Officer-In-Charge Chief Curriculum Implementation Division,
Chief School Governance and Operations Division,
Education Program Supervisors,
District Supervisors
Division Unit Heads
Elementary and Secondary School Principals, Head Teachers,
Teacher-In-Charge, Officer-In-Charge
All Others Concerned

FROM : 
DR. ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

SUBJECT : **SUBMISSION OF SALN (AS OF DECEMBER 31, 2018)**

DATE : January 7, 2019

For purposes of accomplishing the **FY 2019 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 Asst. Principals, Teachers and Non-Teaching Personnel in their respective Schools;

ADMINISTRATIVE OFFICER V – for Elementary and Secondary School Principals, Public Schools District Supervisor, and Division Office Regular Personnel.

UM NO. 14 s. 2019



Republic of the Philippines
Department of Education
Region IV-A CALABARZON

CITY SCHOOLS DIVISION OFFICE OF ANTIPOLO



Duly accomplished SALN Forms must be submitted in duplicate on or before **February 28, 2019**, together with the Electronic Copies of SALN saved in CD, verified List of Personnel who submitted/not submitted their SALN, and Certificate of Compliance, in both printed and digital copies, using the attached format; **Attention: The Administrative Officer V.**

For your information, guidance and compliance.

Attachments:

MC 2, s. 2017

As stated

UM - 14, s. 2019

@fbv-vsa.2018

7322
9



Republic of the Philippines
OFFICE OF THE OMBUDSMAN
Agham Road, Diliman, Quezon City 1104



MEMORANDUM CIRCULAR NO. 2

TO : ALL HEADS OF DEPARTMENTS, BUREAUS, OFFICES AND AGENCIES OF THE NATIONAL AND LOCAL GOVERNMENTS, ARMED FORCES OF THE PHILIPPINES, GOVERNMENT-OWNED AND CONTROLLED CORPORATIONS AND THEIR SUBSIDIARIES, AND ALL OTHER OFFICES CONCERNED

SUBJECT : ADDITIONAL GUIDELINES ON THE SUBMISSION OF STATEMENTS OF ASSETS, LIABILITIES, AND NET WORTH (SALNs) AND DISCLOSURES OF BUSINESS INTERESTS AND FINANCIAL CONNECTIONS TO THE OFFICE OF THE OMBUDSMAN AS REQUIRED UNDER SECTION 8 OF REPUBLIC ACT NO. 6713

Pending the full implementation of the electronic Statement of Assets, Liabilities and Net Worth (e-SALN) program, all agencies and instrumentalities of the government whose officials and employees are required to file their SALNs and Disclosures of Business Interests and Financial Connections within the periods specified under Section 8 (A) of Republic Act No. 6713, and to submit the same to the Office of the Ombudsman are hereby directed to observe the following *additional* guidelines on the submission of their SALNs and Disclosures:

- SALNS and Disclosures required to be filed on or before April 30 of every year.** – The Chief/Head of the Personnel/Administrative Division or Unit/Human Resource Management Office (HRMO) shall receive and evaluate the SALN forms of its officials and employees and submit all original (hard) copies of the SALNs received, together with electronic copies thereof, on or before June 30 of every year, to the Office of the Ombudsman Central office or its respective area or sectoral offices, as specified under Civil Service Commission Resolution No. 1500088, promulgated on 23 January 2015, to wit:

<i>Repository Office</i>	<i>Officers and Employees</i>
Office of the Ombudsman Central Office	President Vice President Constitutional Officials - Chairpersons of Commission on Audit (COA), Commission on Election (COMELEC) and Civil Service Commission (CSC)

	<ul style="list-style-type: none"> - Commissioners of COA, COMELEC and CSC - Ombudsman and his/her Deputies - Officials and employees of Departments, bureaus and agencies, including Government-owned and/or controlled Corporations with and without original charter and their subsidiaries, State colleges and universities, and Local Government Units, the offices of which are located in the National Capital Region¹
<p>Office of the Deputy Ombudsman in their respective area or sectoral offices (Luzon, Visayas, Mindanao or Military and Other Law Enforcement Offices)</p>	<p>Regional officials and employees of the following offices:</p> <ul style="list-style-type: none"> - Departments, bureaus and agencies of the national government - Judiciary and Constitutional Commissions and offices - Government-owned and/or controlled corporations with and without original charter, and their subsidiaries in the regions - State colleges and universities <p>Provincial elective officials and employees including Governors, Vice-Governors and Sangguniang Panlalawigan Members</p> <p>City and municipal elective officials and employees including Mayors, Vice-Mayors, Sangguniang Bayan/Panlungsod Members and Barangay officials</p> <p>Officers of the Armed Forces of the Philippines (AFP) below the rank of colonel or naval captain</p>

¹ In addition to the offices listed in CSC Resolution No. 1500088.

	<ul style="list-style-type: none">- Lieutenant Colonel, Major, Captain, 1st Lieutenant and 2nd Lieutenant (Army and Air Force)- Commander, Lieutenant Commander, Lieutenant Senior Grade, Lieutenant Junior Grade and Ensign (Navy)- Other enlisted officers <p>Officers of the Philippine National Police (PNP) below the rank of Senior Superintendent</p> <ul style="list-style-type: none">- Superintendent, Chief Inspector, Senior Inspector and Inspector- Other police officers <p>Officers of the Philippine Coast Guard (PCG) below the rank of Commodore</p> <ul style="list-style-type: none">- Captain, Commander, Lieutenant Commander, Lieutenant, Lieutenant Junior Grade and Ensign
--	---

2. **SALNs required to be filed after assumption of office or after separation from the service.** - The Chief/Head of the Personnel/Administrative Division or Unit/Human Resource Management Office (HRMO) shall submit all original (hard) copies of the SALNs of officials and employees received after their assumption of office or after separation from the service, together with electronic copies thereof, 30 days upon receipt of such SALNs, to the Office of the Ombudsman Central office or its respective area or sectoral offices.
3. **Certification of Head of Agency/Office.** - The list of officials and employees who filed their SALNs (Nos. 1 and 2 hereof), which the Chief/Head of the Personnel/Administrative Division or Unit/HRMO is required to submit to the Office of the Ombudsman or its respective area or sectoral offices, shall be accompanied by a certification by the head of agency/office concerned that the SALNs submitted electronically are faithful reproductions of the original copies submitted by the officials and employees of the office, using the following format:

CERTIFICATION

I, (name of agency head), hereby certify that the SALNs herewith submitted electronically are faithful reproductions of the original SALNs of the officials and employees of the (name of agency), as listed in the attached summary report of the (personnel officer/chief of administrative division/person designated).

Signature (of agency head)
Printed Name
Position
Date

SUBSCRIBED AND SWORN TO before me this ____ day of ____, 20__, affiant exhibiting his/her competent evidence of identity, to wit:

Administering Officer

- 4. Format of SALN.** - The electronic copies of the SALNs must be in PDF format and individually saved per declarant, in compact discs (CD) or Universal Serial Bus (USB) flash drive, using the file name prescribed in No. 5 hereof.
- 5. File Name.** -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

- 6. Duty of Head of Agency/Office.** - Heads of agencies/offices shall ensure the proper dissemination of this Memorandum Circular for the information of their employees and officials and the proper implementation of these additional guidelines.

All previous issuances inconsistent herewith are deemed superseded or modified accordingly.

This Memorandum Circular shall take effect after fifteen (15) calendar days following the completion of its publication in a newspaper of general circulation.

Quezon City, Philippines, 02 August 2017.

FILED WITH THE UNIVERSITY OF THE
PHILIPPINES LAW CENTER ON
AUGUST 11, 2017

PUBLISHED IN A NEWSPAPER
MANILA TIMES ON SEPTEMBER 12, 2017


CONCHITA CARPIO MORALES
Ombudsman

CERTIFICATION OF COMPLIANCE SALN Submission/Filing

This certifies that the _____ fully satisfies the statement of Assets, Liabilities and Net Worth (SALN) for Fiscal Year 2018.

This also attests that the submission of the school concerned with the appropriate receiving entity has substantially complied with the minimum requisites for content and formalities prescribed under Republic Act 6713 and its implementing Rules and Regulations, which are follows:

- a. Basic Information
- b. Assets (Real Properties and Personal Properties)
- c. Liabilities
- d. Net Worth
- e. Financial Connections and Business Interests
- f. Relatives in the Government

This further certifies that out of ___ employees from this School, ___ employees have completed and filed their SALN as reflected below:

POSITION	NO. OF EMPLOYEES	NO. OF EMPLOYEES WITH DULY ACCOMPLISHED AND SUBMITTED SALN	PERCENTAGE OF COMPLIANCE
Principal I			%
Teacher III			%
Teacher II			%
Teacher I			%
			%

IN WITNESS WHEREOF, I have hereunto affixed my signature on the ____ day of ____ 2019 at Antipolo City , Philippines.

Principal I

CERTIFICATION

I, **(name of school head)** hereby certify that the SALNs herewith submitted electronically are faithful reproductions of the original SALNs of the teachers and employees of (school), as listed in the attached summary report of personnel with submitted SALN.

Signature of Principal

Name of Principal

Position

Date

SUBSCRIBED AND SWORN TO before me this _____ day of _____, 2018, affiant exhibiting his/her competent evidence of identity, to wit: _____.

Administering Officer