


UNNUMBERED MEMORANDUM

TO : Education Program Supervisors, Coordinators,
District Supervisor
Division Unit Heads
Elementary and Secondary School Principals, Head Teachers,
Teacher-In-Charge, Officer-In-Charge
All Others Concerned

FROM : 
MERTHEL M. EVARDOME
Officer-In-Charge
Office of the Schools Division Superintendent

SUBJECT : **SUBMISSION OF SALN (AS OF DECEMBER 31, 2014)**

DATE : January 5, 2015

For purposes of accomplishing the **FY 2014 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 Elementary and Secondary School Principals, Public Schools District Supervisor, and Division Office Regular Personnel.

Duly accomplished SALN Forms must be submitted **in duplicate** on or before **February 27, 2015**, together with the verified List of Personnel who submitted/not submitted their SALN, and Certificate of Compliance, using the attached format, **Attention: The Administrative Officer V.**

For your information, guidance and compliance.

UM - 03, s. 2015

@fbv-abj.2015

CERTIFICATION OF COMPLIANCE
SALN Submission/Filing

This certifies that the (*name of school*) fully satisfies the Statement of Assets, Liabilities and Net Worth (SALN) for Fiscal Year 2015.

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 IV	1	1	100%
Principal III			
Principal II			
Principal I			
Master Teacher II			
Master Teacher I			
Head Teacher IV			
Head Teacher III			
Head Teacher II			
Head Teacher I			
Teacher III			
Teacher II			
Teacher I			
Teacher I (SEF)			
Guidance Counselor			
Disbursing Officer			
Senior Bookkeeper			
Librarian			
Others..if any...			

IN WITNESS WHEREOF, I have hereunto affixed my signature on the ___ day of _____ 2015 at
(City/Municipality) Philippines.

School Head
(Signature over Printed Name)

NOTE: Please submit this form together with the verified list of personnel who submitted/not submitted their SALN, in Hard and Soft Copies.

LIST OF PERSONNEL WHO SUBMITTED THEIR SALN FY 2014 (in alphabetical order, by position)

Name	Position	Salary Grade	Date Accomplished
1. Dela Cruz, Juan C.	Principal I	19	January 30, 2015
2.			
3.			
4.			
5.			

LIST OF PERSONNEL WITHOUT SUBMITTED SALN FY 2014 (in alphabetical order, by position)

Name	Position	Salary Grade	Reason for non-filing
1. Santos, Philip B.	Teacher III	13	On-Leave (January 10 - June 1, 2015)
2.			
3.			
4.			
5.			

Certified true and correct:

School Head
(Signature over Printed Name)

NOTE: Please submit this form in Hard and Soft Copies.