



DIVISION OF ILIGAN CITY



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DIVISION MEMORANDUM

No. 9, s. 2017

To : **ALL CHIEFS, EDUCATION PROGRAM SUPERVISORS
EDUCATION PROGRAM SPECIALISTS
PUBLIC SCHOOLS DISTRICT SUPERVISORS
PRINCIPALS/SCHOOL HEADS
TEACHING AND NON-TEACHING PERSONNEL
This Division**

From : 
RANDOLPH B. TORTOLA, CESO V
Schools Division Superintendent 

RE : **FILING OF 2016 SALN**

Date : January 18, 2017

Section 8 of RA 6713, otherwise known as the "Code of Conduct and Ethical Standards for Public Officials and Employees," states that public officials and employees have an obligation to accomplish and submit declarations under oath of their assets, liabilities, net worth and financial and business interests (*SALN*) including those of their spouses and of unmarried children under eighteen (18) years of age living in their households. Said document must be filed on or before April 30 of every year.

Pursuant thereof, and, further, to evade the late submission of the required document to the Office of the Ombudsman, all the concerned are hereby reminded and enjoined to accomplish and submit their true and detailed SALN for the calendar year 2016 in *three (3) original copies* (for district/school, Division and Ombudsman) *on or before March 10, 2017 (Friday)* using the attached SALN form (*Revised as of January 2015 per CSC Resolution No. 1500088, promulgated on January 23, 2015*).

Correlatively, this Office is reiterating Division Memorandum No. 17, series of 2016 refraining Administrative Officers in Schools and Division Office from administering oaths. Attached is a copy of said memorandum.

Immediate dissemination of this Memorandum is desired.

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.)

ADDRESS: _____

SPOUSE: _____
 (Family Name) (First Name) (M.I.)

POSITION: _____
AGENCY/OFFICE: _____
OFFICE ADDRESS: _____

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 NET WORTH

(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): _____



Department of Education
Region X-Northern Mindanao



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DIVISION MEMORANDUM

No. 13, s. 2016

To: **ADMINISTRATIVE OFFICERS** (*Schools and Division Office*)
This Division

From: 
RANDOLPH B. TORTOLA, CESO V
Schools Division Superintendent
This Office

Subject: *"Administering Oath of SALN"*

Date: 22 January 2016

It has been observed that several personnel in the schools and in this Office have been requesting Administrative Officers to administer oath in their Sworn Statement of Assets and Liabilities and Networth.

For the information and guidance of all concerned, quoted hereunder is Section 2 of Republic Act No. 6733, which amended Section 41 of the Administrative Code of 1987, which provides:

"Section 2. Section 41 of the Administrative Code of 1987 is hereby amended to read as follows:

Sec. 41. Officers Authorized to Administer Oath. - The following officers have general authority to administer oaths: President; Vice-President; Members and Secretaries of both Houses of the Congress; Members of the Judiciary; Secretaries of Departments; provincial governors and lieutenant-governors; city mayors; municipal mayors; bureau directors; regional directors; clerks of courts; registrars of deeds; other civilian officers in the public service of the government of the Philippines whose appointments are vested in the President and are subject to confirmation by the Commission on Appointments; all other constitutional officers; and notaries public."

Apparently, administrative officers in the Schools and Division Office are not included as one of the authorized officers to administer oaths. It is therefore directed that all Administrative Officers in School and Division Office shall refrain from administering oaths for obvious reasons.

Immediate dissemination and compliance are enjoined.