



Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF NORTHERN SAMAR

Office of the Schools Division Superintendent

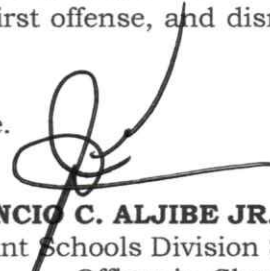
February 26, 2024

DIVISION MEMORANDUM
No. 003 s, 2024

**SUBMISSION OF STATEMENT OF ASSETS, LIABILITIES,
AND NETWORTH (SALN) 2023**

To: Assistant Schools Division Superintendent
Chiefs, Functional Division
Office/Unit Heads
District Supervisors
School Heads
Administrative Officers
All other concerned

1. Pursuant to the Code of Conduct and Ethical Standards for Public Officials and Employees (R.A. No. 6713), government officials and employees are mandated to file their Statement of Assets, Liabilities, and Net worth (SALN) at the end of each Calendar Year.
2. All permanent employees of this Division are required to submit a notarized Statement of Assets, Liabilities, and Net worth (SALN) as of December 31, 2023, in one (1) copy and three (3) copies of prescribed transmittal to the Division Human Resource Management Office **on or before April 8, 2024**. Likewise, the Administrative Officer and/or School Head concerned shall submit a digital soft copy in PDF format of all school employees saved in one (1) Compact Disc Rewritable (CDRW).
3. Failure to timely submit the SALN shall mean exclusion for submission to the Office of the Ombudsman, which may constitute a violation of Section 8 of the aforementioned law, that is punishable by suspension of one (1) month and one (1) day up to six (6) months for the first offense, and dismissal from service for the second offense.
4. For information and strict compliance.


GAUDENCIO C. ALJIBE JR. PhD., CESO VI
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent



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