



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

Office of the Schools Division Superintendent


March 06, 2025

DIVISION MEMORANDUM
No. 084, s. 2025.

**SUBMISSION OF STATEMENT OF ASSETS, LIABILITIES,
AND NETWORTH (SALN) 2024**

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

1. In compliance 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. This Office informs all permanent employees of this Division to submit one (1) copy of notarized Statement of Assets, Liabilities, and Net Worth (SALN) as of December 31, 2024, and three (3) copies of prescribed transmittal to the Division Personnel Unit **on or before April 11, 2025**. 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 submit the SALN on time will result in its exclusion from submission to the Office of the Ombudsman. Such failure by a government employee may constitute a violation of Section 8 of the aforementioned law, which carries penalties such as 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. Immediate dissemination of and compliance to this Memorandum are so desired.

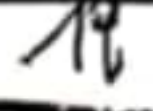

GAUDENCIO C. ALJIBE JR., PhD, CESO VI
Schools Division Superintendent

DepEd Northern Samar

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By: 
Date: MAR 06 2025