



Republic of the Philippines  
**Department of Education**  
Region VII, Central Visayas  
**DIVISION OF CEBU PROVINCE**  
Sudlon, Lahug, Cebu City



January 6, 2016

**DIVISION MEMORANDUM**

No. 011, 2016

**SUBMISSION OF SWORN STATEMENT OF ASSEST, LIABILITIES AND NET WORTH (SALN)**

**To: Assistant Superintendents  
Education Supervisors/Coordinators  
District Supervisors/OICs  
Elementary and Secondary School Heads  
Section Heads**

1. You are hereby reminded to submit the Sworn Statement of Assets, Liabilities and Net worth (SALN) ending December 31, 2015 (2 originals and 1 photocopy), of all personnel under your supervision, on or before March 31, 2016.
2. Summary Report of Teachers' SALN Form must be submitted in both soft and hard copy (MS Excel Format) together with the SALN's in the Records Section of this Division. (see attached files)
3. Wide dissemination and compliance to this Memorandum is directed.

  
**RHEA MAR A. ANGTUD, Ed.D., CESO VI**  
Schools Division Superintendent

## 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*

<b>DECLARANT:</b> _____ (Family Name)                      (First Name)                      (M.I.) <b>ADDRESS:</b> _____ _____ _____	<b>POSITION:</b> _____ <b>AGENCY/OFFICE:</b> _____ <b>OFFICE ADDRESS:</b> _____ _____ _____
<b>SPOUSE:</b> _____ (Family Name)                      (First Name)                      (M.I.)	<b>POSITION:</b> _____ <b>AGENCY/OFFICE:</b> _____ <b>OFFICE ADDRESS:</b> _____ _____ _____

### UNMARRIED CHILDREN BELOW EIGHTEEN (18) YEARS OF AGE LIVING IN DECLARANT'S HOUSEHOLD

NAME	DATE OF BIRTH	AGE
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

### ASSETS, LIABILITIES AND NETWORTH

*(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):** \_\_\_\_\_

#### 2. LIABILITIES\*

NATURE	NAME OF CREDITORS	OUTSTANDING BALANCE

**TOTAL LIABILITIES:** \_\_\_\_\_

**NET WORTH : Total Assets less Total Liabilities =** \_\_\_\_\_

\* Additional sheet/s may be used, if necessary.

**BUSINESS INTERESTS AND FINANCIAL CONNECTIONS**

*(of Declarant / Declarant's spouse/ Unmarried Children Below Eighteen (18) years of Age Living in Declarant's Household)*

*I/ We do not have any business interest or financial connection.*

<b>NAME OF ENTITY/BUSINESS ENTERPRISE</b>	<b>BUSINESS ADDRESS</b>	<b>NATURE OF BUSINESS INTEREST &amp;/OR FINANCIAL CONNECTION</b>	<b>DATE OF ACQUISITION OF INTEREST OR CONNECTION</b>

**RELATIVES IN THE GOVERNMENT SERVICE**

*(Within the Fourth Degree of Consanguinity or Affinity. Include also Bilas, Balae and Inso)*

*I/ We do not know of any relative/s in the government service)*

<b>NAME OF RELATIVE</b>	<b>RELATIONSHIP</b>	<b>POSITION</b>	<b>NAME OF AGENCY/OFFICE AND ADDRESS</b>

I hereby certify that these are true and correct statements of my assets, liabilities, net worth, business interests and financial connections, including those of my spouse and unmarried children below eighteen (18) years of age living in my household, and that to the best of my knowledge, the above-enumerated are names of my relatives in the government within the fourth civil degree of consanguinity or affinity.

I hereby authorize the Ombudsman or his/her duly authorized representative to obtain and secure from all appropriate government agencies, including the Bureau of Internal Revenue such documents that may show my assets, liabilities, net worth, business interests and financial connections, to include those of my spouse and unmarried children below 18 years of age living with me in my household covering previous years to include the year I first assumed office in government.

Date: \_\_\_\_\_

\_\_\_\_\_  
*(Signature of Declarant)*

\_\_\_\_\_  
*(Signature of Co-Declarant/Spouse)*

Government Issued ID: \_\_\_\_\_  
ID No.: \_\_\_\_\_  
Date Issued: \_\_\_\_\_

Government Issued ID: \_\_\_\_\_  
ID No.: \_\_\_\_\_  
Date Issued: \_\_\_\_\_

**SUBSCRIBED AND SWORN** to before me this \_\_\_ day of \_\_\_\_\_, affiant exhibiting to me the above-stated government issued identification card.

\_\_\_\_\_  
*(Person Administering Oath)*

## Summary Report of Teachers' SALN

	SURNAME	FIRSTNAME	M.I.	STATION	POSITION	NET WORTH	LEVEL	
1	DELA CRUZ	, JUAN	C.	LAMBUSAN NHS	SAN REMIGIO	T1	200,000.00	SECONDARY
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Submitted by:

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