



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OF CAPIZ



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February 18, 2020

DIVISION MEMORANDUM
NO. 026 S, 2020

To: Asst. Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Elementary & Secondary School Heads
Teaching & Non-Teaching Personnel
All Others Concerned

SUBMISSION OF 2019 STATEMENT OF ASSETS, LIABILITIES AND NETWORTH (SALN)

1. The annual filing of SALN is required under the 1987 Philippine Constitution and Republic Act No. 6713, also known as the “**Code of Conduct and Ethical Standards for Public Officials and Employees.**”
 2. The law requires that all public officials and employees except those serving in honorary capacity (persons who are working in the government without service credit and pay); and casual or temporary workers shall file under oath their Statement of Assets, Liabilities & Net Worth and a Disclosure of Business Interests and Financial Connections and those of their spouses and unmarried children under eighteen (18) years of age living in their household.
 3. **Failure to file a sworn SALN shall be ground for administrative disciplinary action, without prejudice to criminal and civil liabilities as may be provided in the law.** Under Section 46 (D) (8) of Rule X of the Revised Rules on Administrative Cases in the Civil Service, such failure shall be punishable with a suspension of one month and one day to six (6) months for the first offense and dismissal from service for the second offense
 4. Relative to these, all personnel in the Schools Division of Capiz are required **to file and submit the subscribed SALN in three (3) original copies on or before March 15, 2020**, at the Administrative Section. The two (2) copies will be forwarded to the Ombudsman and one (1) copy is retained in the Division Office for the 201 File.
- All SALN'S of each Elementary School (District consolidated), and Secondary including Senior High School must be scanned in PDF format and consolidated in one (1) compact disk (CD) w/ attach summary list (Form 2/attachment “C”).**
5. For your information, guidance, and compliance.


SALVADOR O. OCHAVO JR., Ed.D., CESO V
Schools Division Superintendent