



Republic of the Philippines  
**Department of Education**  
REGION II – CAGAYAN VALLEY  
SCHOOLS DIVISION OF NUEVA VIZCAYA

06 January 2023

DIVISION MEMORANDUM  
No. 4, s. 2023

**SUBMISSION OF THE STATEMENTS OF ASSETS, LIABILITIES  
AND NET WORTH (SALN) FOR CY 2022**

To: Assistant Schools Division Superintendent  
Chiefs, CID & SGOD  
Elementary and Secondary School Heads  
All Teaching and Non-Teaching Employees  
All Others Concerned

1. Pursuant to Article XI Section 17 of the 1987 Constitution and Section 8 of Republic Act No. 6713 (Code of Conduct and Ethical Standards for Public Officials and Employees), all public officials and employees shall file under oath their Statement of Assets, Liabilities and Net Worth (SALN) every end of each Calendar Year.
2. Relative to this, all DepED officials and employees of this division are required to file and submit their notarized SALN as of December 31, 2022 to the Office of the Ombudsman through the Division Office (Attention: The Administrative Officer IV, Personnel Unit).
3. For the purposes of checking the completeness and accuracy of the accomplished SALN forms, each employee is advised to submit one (1) copy of the original SALN and must be printed in both sides (front and back) using legal size paper (long coupon bond – 8"x13") to be submitted on or before January 31, 2023.
4. The final four (4) copies (completed and corrected) shall be submitted on or before February 28, 2023.
5. The lists of teachers and employees who filed their SALN shall be accompanied by a Certification issued by the Review and Compliance Committee of the concerned School/District.
6. For strict compliance.

 **RACHEL R. LLANA PhD, CESO V**  
Schools Division Superintendent 

Incl.: As stated: **RELEASED**  
DATE: 11/6/2023  
Re: Certification n:15  
BY: [Signature]



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**CERTIFICATION**

This is to certify that the SALNs submitted/included in the Summary List of Filers were reviewed and found compliant b the Review and Compliance Committee of this School/District.

Further, the review were made in accordance with the review and compliance procedure in filing and submitting of SALNs pursuant to CSC Memorandum No. 10, s. 2006 (as amended by CSC Resolution No. 1300455 promulgated on March 4, 2013).

Given on \_\_\_\_\_, 2023.

\_\_\_\_\_  
Administrative Officer

\_\_\_\_\_  
School Head

\_\_\_\_\_  
District Supervisor



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