

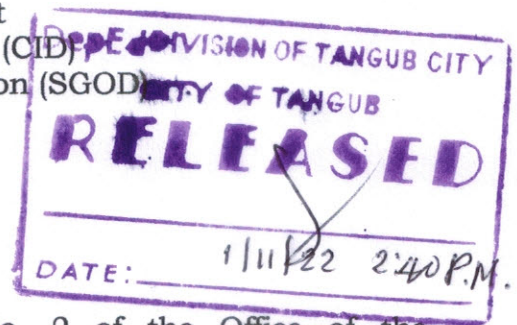


January 11, 2022

DIVISION MEMORANDUM
No. 13, s. 2022

**SUBMISSION OF ELECTRONIC AND HARD COPIES OF THE SWORN
STATEMENT OF ASSETS, LIABILITIES AND NET WORTH (SALN) FOR CY 2021**

To: Assistant Schools Division Superintendent
Curriculum and Implementation Division (CID)
School Governance and Operations Division (SGOD)
Elementary and Secondary School Heads
District In- Charge
Division Office Personnel
This Division



1. Pursuant to Memorandum Circular No. 2 of the Office of the Ombudsman, "Additional Guidelines on the Submission of the Statement of Assets, Liabilities, and Net Worth (SALN). Under section 8 of the Republic Act No. 6713," **all concerned personnel are required to submit electronic and hard copies of their SALN not later than January 31, 2022** to the Office of the Ombudsman through this Division (Attention: Administrative Officer V).
2. In compliance, this Office requires all teaching, non-teaching and teaching related personnel to submit electronic and two hard copies of sworn Statement of Assets, liabilities and Net Worth (SALN) on or before January 31, 2022.
3. The electronic copies of SALN per school must be in PDF format and individually saved per declarant using the file name described: **FAMILY NAME, FIRST NAME, MIDDLE INITIAL** and send to delma.denapo@deped.gov.ph
4. Wide dissemination and compliance of this Memorandum is desired.

AGUSTINES E. CEPE, CESO V
Schools Division Superintendent

AEC/drd 01-11-22

