



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

11 JAN 2023

DIVISION MEMORANDUM

No. 009 s. 2023

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

To: OIC-Assistant Schools Division Superintendent
Chief Education Supervisors
Heads, Public Elementary and Secondary Schools
Heads, Unit/Section
All Others Concerned

1. Pursuant to the Code of Conduct and Ethical Standards for Public Officials and Employees (R.A. 6713), government officials and employees are mandated to file their Statements of Assets Liabilities, and Net Worth (SALN) every end of each Calendar Year.
2. In this connection, this office is reminding all permanent teaching and non-teaching personnel to submit their Statements of Assets, Liabilities, and Net Worth (SALN) as of December 31, 2022 to the Record Section on or before **February 28, 2023** using the following format and templates:

For SDO Personnel:

- a. Two (2) original copies of SALN (Legal, back to back) **with signature of a person administering oath**

For School teaching and non-teaching Personnel:

- a. Two (2) original copies of SALN (Legal, back to back) **with signature of a person administering oath**
- b. One (1) original copy of Transmittal in alphabetical order. The soft copy (excel file) must be sent via email to tayabas.city@deped.gov.ph with the Subject: SALN 2022 (Name of School).

Kindly download and use the template in this link:

<https://tinyurl.com/SALNFormandTransmittal>



Brgy. Pitol, Tayabas City



(042) 710-0329 or (042) 785-9615



tayabas.city@deped.gov.ph



<https://depedtayabas.com/>

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3. Everyone is reminded in accomplishing the SALN the attached clarification on the authority of certain officers to administer oaths dated April 8, 2022 and signed by Atty. Alberto T. Escobarte CESO II, Assistant Secretary.
4. Wide dissemination and strict compliance of this memorandum is desired.


ANTONIO P. FAUSTINO JR.

Education Program Supervisor
Officer-In-Charge

Office of the Schools Division Superintendent



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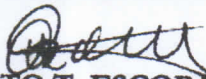
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Republic of the Philippines
Department of Education
OFFICE OF THE ASSISTANT SECRETARY FOR LEGAL AFFAIRS

MEMORANDUM

TO : REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS

FROM : 
ATTY. ALBERTO T. ESCOBARTE, CESO II
Assistant Secretary

SUBJECT : Clarification on the Authority of Certain Officers to Administer Oaths

DATE : April 8, 2022

The Office of the Assistant Secretary for Legal Affairs issues this Memorandum to clarify the rules and guidelines on the authority of certain government officials to administer oaths.

Section 41 of Executive Order No. 292, otherwise known as the Administrative Code of 1987, as amended by R.A. 6733 and as further amended by R.A. 10755 provides that:

"[t]he following officers have general authority to administer oaths: President; Vice President; Members and Secretaries of both Houses of Congress; Members of the Judiciary; **Secretaries of Departments**; provincial governors and lieutenant-governors; city mayors; municipal mayors; bureau directors; **regional directors**; clerks of courts; registrars of deeds; **other civilian officers in the public service of the government of the Philippines whose appointments are vested in the President and are subject to confirmation by the Commission on Appointments**; all other constitutional officers; and notaries public.

The punong barangay is authorized to administer the oath of office of any government official including the President of the Philippines." (Emphasis supplied.)¹

As can be gleaned from above, the authority to administer oath is limited to the officers mentioned therein. Following the legal maxim *expressio unius est exclusio alterius*, meaning that "where a statute, by its terms, is expressly limited to certain matters, it may not, by interpretation or construction, be extended to other matters,"² Schools Division Superintendents are not allowed to administer oaths in their official capacity for while their appointments are vested in the President, the same are not subject to confirmation by the Commission on Appointments. Regional Attorneys, Division Attorneys, Human Resource Management Officers, and Administrative Officers, not being among the officers

¹ Section 41, Executive Order No. 292, otherwise known as the Administrative Code of 1987.

² De La Salle Araneta University v. Bernardo, 805 Phil. 580 (2017).

enumerated, are likewise not allowed to administer oaths in their official capacity. In no case also should the Regional Directors delegate their authority to administer oath, like in Statements of Assets, Liabilities, and Net Worth (SALN), etc., to any official or staff in the Regional Offices.

For your information and guidance.