



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

2 FEB 2022

DIVISION MEMORANDUM

No. 666 s. 2022

**SUBMISSION OF STATEMENTS OF ASSETS LIABILITIES,  
 AND NET WORTH (SALN) 2021**

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, 2021 to the Record Section on or before **February 28, 2022** using the following format and templates:

For SDO Personnel:

- a. Two (2) original copies of SALN (Long, back to back)  
 The SALN of SDO personnel must be signed by our Administrative Officer V.

For School teaching and non-teaching Personnel:

- a. Two (2) original copies of SALN (Long, back to back)  
 The SALN of teaching and non-teaching personnel of School must be signed by your School Head while the School Head must be signed by our Administrative Officer V.
- 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](mailto:tayabas.city@deped.gov.ph) with the Subject: SALN 2021 (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](mailto:tayabas.city@deped.gov.ph)



<https://depedtayabas.com/>

3. Wide dissemination and strict compliance of this memorandum is desired.

  
**GERLIE M. ILAGAN, CESO VI**  
Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent



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