



Republic of the Philippines
Department of Education
Region X – Northern Mindanao
DIVISION OF OZAMIZ CITY
City of Ozamiz

Telephone/Fax No. (088 545-0990/ 545-0988)



DIVISION MEMORANDUM

No. 011 s. 2018

TO: : Office of the Schools Division Superintendent Personnel
Curriculum Implementation Division Personnel
School Governance and Operations Division Personnel
Public Elementary/Secondary School Heads/Teaching and Non-Teaching Personnel
This Division

SUBJECT : SUBMISSION OF STATEMENT OF ASSETS, LIABILITIES AND NETWORTH (SALN)

DATE : January 8, 2018

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1. Pursuant to Section 8 of Republic Act No. 6713 also known as the "Code of Conduct and Ethical Standards for Public Officials and Employees", this Office hereby calls the submission of Statement of Assets, Liabilities and Networth (SALN) as of December 31, 2017 using the attached format.
 2. The Statement shall be submitted in 4 copies for each employee, notarized by a lawyer. Upon submission, the transmittal must reflect the name of employee, school, position title and salary grade to the Schools Division Superintendent, *Attn.: Elsie E. Ostia, Records Officer on or before February 15, 2018.*
 3. Failure to submit such document and to disclose or misdeclare any asset, liability, business interest, financial connection, and relative in the government shall constitute a violation of Section 8 of R.A. 6713 and shall be punishable by suspension of one (1) month and one (1) day to six (6) months for the first offense and dismissal from the service for the second offense.
 4. Queries relative to this can be relayed to Maria Paula Teresita D. Rubio, AO-V (Administrative Services).


REBONGAMIL R. BAGUIO
Schools Division Superintendent