



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION
SCHOOLS DIVISION OF ESCALANTE CITY



March 19, 2026

DIVISION MEMORANDUM

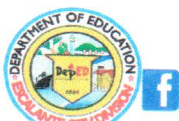
No. 190, s. 2026


TO: Assistant Schools Division Superintendents
Chief Education Supervisors
Education Program Supervisors and Specialists
All School Heads/TICs/OICs/Teachers
Non-Teaching & Teaching Related Personnel
All Others Concerned

**SUBMISSION OF STATEMENT OF ASSETS, LIABILITIES, AND NETWORTH (SALN)
FOR FY 2025**

1. Pursuant to Republic Act No. 6713, all government officials and employees are required to file under oath their Statement of Assets, Liabilities, and Net Worth (SALN) **on or before April 30 of every year**, declaring their financial condition as of **December 31 of the preceding year**.
2. In this connection, all permanent and provisional employees of the Department of Education, Schools Division of Escalante City are hereby required to submit their duly accomplished and notarized SALN **as of December 31, 2025, using the prescribed SALN Form (Revised 2025)**, in **two (2) original copies**, to the Records Section. School-based personnel shall submit their SALNs through their respective Administrative Officer II **on or before March 31, 2026**, to allow sufficient time for review and consolidation. Scanned copy of the SALN, in PDF Format shall likewise be uploaded to the following link: <https://tinyurl.com/3htpfj8x>
3. The Personnel Section shall ensure the proper custodianship and transmittal of SALNs to the appropriate repository agencies, including the Office of the Ombudsman, in accordance with existing rules and regulations. Failure to file the required SALN, or the submission of incomplete or inaccurate information, shall constitute a violation of Section 8 of Republic Act No. 6713, and may subject the employee to administrative penalties, including suspension or dismissal from the service.
4. For strict compliance.


PETER J. GALIMBA
OIC, Schools Division Superintendent



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Deped Tayo Escalante City  deped.escalantecity.weebly.com

SWORN STATEMENT OF ASSETS, LIABILITIES, AND NET WORTH

(As required by R.A. No. 6713)

COMPLIANCE FOR:

Assumption of office as of _____ Annual filing as of December 31, _____ Exit as of _____

DECLARANT:

(Family Name) (First Name) (M.I.)

POSITION:

AGENCY/OFFICE: _____

OFFICE ADDRESS: _____

SPOUSE:

(Family Name) (First Name) (M.I.)

POSITION:

AGENCY/OFFICE:¹ _____

OFFICE ADDRESS: _____

SPOUSES, WHO ARE BOTH PUBLIC OFFICIALS OR EMPLOYEES, MAY FILE THE SALN JOINTLY OR SEPARATELY. THE DECLARANT SHALL CHECK THE APPROPRIATE BOX

Joint Filing Separate Filing Not Applicable

IF WITH MULTIPLE MARRIAGES, INDICATE NAME(S) OF SPOUSES, OTHERWISE CHECK THE "NOT APPLICABLE" BOX.

Not Applicable

UNMARRIED CHILDREN BELOW EIGHTEEN (18) YEARS OF AGE LIVING IN DECLARANT'S HOUSEHOLD

NAME OF CHILD

AGE

ASSETS, LIABILITIES AND NETWORTHⁱⁱ

(Including those of the spouse and unmarried children below eighteen (18) years of age living in declarant's household)ⁱⁱⁱ

1. ASSETS

a. Real Properties

DESCRIPTION <small>(e.g. lot, house and lot, condominium, and improvements)</small>	KIND <small>(e.g. residential, commercial, industrial, agricultural and mixed use)</small>	EXACT LOCATION	ASSESSED VALUE	CURRENT FAIR MARKET VALUE	ACQUISITION		ACQUISITION COST
			<small>(As found in the Tax Declaration of Real Property, if available)</small>		YEAR	MODE	

Subtotal: _____

b. Personal Properties

DESCRIPTION	ACQUISITION YEAR	ACQUISITION COST/ AMOUNT

2. LIABILITIES

NATURE	NAME OF CREDITORS	OUTSTANDING BALANCE

TOTAL LIABILITIES: _____

NET WORTH: Total Assets less Total Liabilities = _____

BUSINESS INTERESTS AND FINANCIAL CONNECTIONS

(of Declarant /Declarant's spouse/ Unmarried Children Below Eighteen (18) years of Age Living in Declarant's Household)

I/We do not have any business interest or financial connection.

NAME OF ENTITY/BUSINESS ENTERPRISE	BUSINESS ADDRESS	NATURE OF BUSINESS INTEREST &/OR FINANCIAL CONNECTION	DATE OF ACQUISITION OF INTEREST OR CONNECTION

RELATIVES IN THE GOVERNMENT SERVICE

(Within the Fourth Degree of Consanguinity or Affinity. Include also Bilas, Balae and Inso^{iv})

I/We do not know of any relative/s in the government service)

NAME OF RELATIVE	RELATIONSHIP	POSITION	NAME OF AGENCY/OFFICE AND ADDRESS

I hereby certify that these are true and correct statements of my assets, liabilities, net worth, business interests and financial connections, including those of my spouse and unmarried children below eighteen (18) years of age living in my household, and that to the best of my knowledge, the above-enumerated are names of my relatives in the government within the fourth civil degree of consanguinity or affinity.

I hereby authorize the Ombudsman or his/her duly authorized representative to obtain and secure from all appropriate government agencies, including the Bureau of Internal Revenue such documents that may show my assets, liabilities, net worth, business interests and financial connections, to include those of my spouse and unmarried children below 18 years of age living with me in my household covering previous years to include the year I first assumed office in government.

Date: _____

Signature of Declarant

Signature of Declarant

Government Issued ID: _____
ID No.: _____
Date Issued: _____

Government Issued ID: _____
ID No.: _____
Date Issued: _____

SUBSCRIBED AND SWORN to before me this _____ day of _____, affiant exhibiting to me the above-stated government-issued identification card.

(Person Administering Oath)

SWORN STATEMENT OF ASSETS, LIABILITIES AND NET WORTH

As of _____
 (Additional sheet/s for the declarant)

NAME: _____ **POSITION:** _____
 (Family Name) (First Name) (M.I.) **AGENCY/OFFICE:** _____

ASSETS, LIABILITIES AND NET WORTH

1. ASSETS

a. Real Properties

DESCRIPTION <small>(e.g. lot, house and lot, condominium and improvements)</small>	KIND <small>(e.g. residential, commercial, industrial, agricultural and mixed use)</small>	EXACT LOCATION	ASSESSED VALUE	CURRENT FAIR MARKET VALUE	ACQUISITION		ACQUISITION COST
			<small>(As found in the Tax Declaration of Real Property)</small>		YEAR	MODE	

Subtotal: _____

b. Personal Properties

DESCRIPTION	ACQUISITION YEAR	ACQUISITION COST/ AMOUNT

Subtotal: _____

TOTAL ASSETS: _____

2. LIABILITIES

NATURE	NAME OF CREDITORS	OUTSTANDING BALANCE

TOTAL LIABILITIES: _____

BUSINESS INTERESTS AND FINANCIAL CONNECTIONS

NAME OF ENTITY/BUSINESS	BUSINESS ADDRESS	NATURE OF BUSINESS	DATE OF ACQUISITION OF

STATEMENT OF ASSETS, LIABILITIES AND NET WORTH

As of _____

(Additional sheet/s for the exclusive properties of the declarant's spouse and unmarried children below eighteen (18) years of age living in declarant's household)

NAME: _____ **POSITION:** _____
 (Family Name) (First Name) (M.I.) **AGENCY/OFFICE:** _____

ASSETS, LIABILITIES AND NET WORTH

1. ASSETS

a. Real Properties

DESCRIPTION <small>(e.g. lot, house and lot, condominium and improvements)</small>	KIND <small>(e.g. residential, commercial, industrial, agricultural and mixed use)</small>	EXACT LOCATION	ASSESSED VALUE	CURRENT FAIR MARKET VALUE	ACQUISITION		ACQUISITION COST
			<small>(As found in the Tax Declaration of Real Property)</small>		YEAR	MODE	

b. Personal Properties

DESCRIPTION	ACQUISITION YEAR	ACQUISITION COST/ AMOUNT

2. LIABILITIES

NATURE	NAME OF CREDITORS	OUTSTANDING BALANCE

BUSINESS INTERESTS AND FINANCIAL CONNECTIONS

NAME OF ENTITY/BUSINESS	BUSINESS ADDRESS	NATURE OF BUSINESS	DATE OF ACQUISITION OF

ANNEX D
List of Repository Agencies and Corresponding Public Officials and Employees

REPOSITORY AGENCY	PUBLIC OFFICIALS AND EMPLOYEES
National Office of the Ombudsman	<ul style="list-style-type: none"> • President • Vice President • Constitutional Officials which includes Chairpersons and Commissioners of: <ul style="list-style-type: none"> - Commission on Audit (COA) - Commission on Election (COMELEC) - Civil Service Commission (CSC) - Ombudsman and his Deputies
Secretary of the Senate	<ul style="list-style-type: none"> • Senators
Secretary of the House of Representatives	<ul style="list-style-type: none"> • Representatives (Congressmen/Congresswomen)
Clerk of Court of the Supreme Court	<ul style="list-style-type: none"> • Justices of the: <ul style="list-style-type: none"> - Supreme Court - Court of Appeals - Sandiganbayan - Court of Tax Appeals
Court Administrator	<ul style="list-style-type: none"> • Judges of the: <ul style="list-style-type: none"> - Regional Trial Court - Metropolitan Trial Court - Municipal Trial Court in Cities - Municipal Trial Court - Municipal Circuit Trial Court - Shari'a District Courts
Office of the President	<ul style="list-style-type: none"> • National executive officials, including, but not limited to the following: <ul style="list-style-type: none"> - Members of the Cabinet - Undersecretaries - Assistant Secretaries - Officials in the Foreign Service - Heads of Government Owned or Controlled Corporations with Original Charters and their Subsidiaries - Heads of State Colleges and Universities • Officers of the Armed Forces of the Philippines from the rank of Colonel or Naval Captain <ul style="list-style-type: none"> - Colonel/ Captain - Brigadier General/ Commodore - Major General/ Rear Admiral - Lieutenant General/ Vice Admiral - General/ Admiral • Officers of the Philippine National Police from the rank of Police Colonel (formerly Senior Superintendent): <ul style="list-style-type: none"> - Police Brigadier General (Chief Superintendent) - Police Major General (Director) - Police Lieutenant General (Deputy Director General) - Police General (Director General)

REPOSITORY AGENCY	PUBLIC OFFICIALS AND EMPLOYEES
<p><i>Cont.</i> Office of the President</p>	<ul style="list-style-type: none"> • Officers of the Bureau Jail Management and Penology, and Bureau of Fire Protection from the rank of Chief Superintendent: <ul style="list-style-type: none"> - Chief Superintendent - Director
<p>Deputy Ombudsman in their respective region (Luzon, Visayas or Mindanao)</p>	<ul style="list-style-type: none"> • Regional officials and employees of the following offices: <ul style="list-style-type: none"> - Departments, bureaus and agencies of the National Government - Judiciary and Constitutional Commissions and offices - Government Owned and/or Controlled Corporations with and without original charter, and their subsidiaries in the regions - State Colleges and Universities • Provincial elective officials elective officials and appointed officials/employees, such as: <ul style="list-style-type: none"> - Governors - Vice-Governors - Sangguniang Panlalawigan Members • City and Municipal elective officials and appointed officials/employees, such as: <ul style="list-style-type: none"> - Mayors - Vice-Mayors - Sangguniang Bayan/Panlungsod Members - Barangay Officials • Officers of the Armed Forces of the Philippines (AFP) below the rank of colonel or naval captain <ul style="list-style-type: none"> - Lieutenant Colonel/Lieutenant Commander - Major/ Commander - Captain/ Lieutenant Senior Grade - 1st Lieutenant/ Lieutenant Junior Grade - 2nd Lieutenant/ Ensign - Other enlisted officers • Officers of the Philippine National Police (PNP) below the rank of Police Colonel (Senior Superintendent) <ul style="list-style-type: none"> - Police Lieutenant Colonel (Superintendent) - Police Major (Chief Inspector) - Police Captain (Senior Inspector) - Police Lieutenant (Inspector) - Other police officers (SPO4 to PO1) • Officers of the Bureau Jail Management and Penology, and Bureau of Fire Protection below the rank of Chief Superintendent: <ul style="list-style-type: none"> - Senior Superintendent - Superintendent - Chief Inspector - Senior Inspector - Inspector - Other Jail/Fire officers (SJO4 to JO1/SFO4 to FO1)

REPOSITORY AGENCY	PUBLIC OFFICIALS AND EMPLOYEES
	<ul style="list-style-type: none"> • Officers of the Philippine Coast Guard (PCG) below the rank of Commodore <ul style="list-style-type: none"> - Captain - Commander - Lieutenant Commander - Lieutenant - Lieutenant Junior Grade - Ensign
Civil Service Commission	<ul style="list-style-type: none"> • All other officials and employees in the central/main/national offices of the following: <ul style="list-style-type: none"> - Departments, bureaus and agencies of the National Government - Judiciary and Constitutional Commissions and offices - Government owned and/or controlled corporations with and without original charters, and their subsidiaries in the regions • All other appointive officials and employees of the Legislature • All civilian personnel of the AFP • All other central officers (uniformed personnel) below the rank of Police Colonel (Senior Superintendent) as well as all non-uniformed personnel of the PNP. • All other central officers below the rank of Commodore as well as all civilian personnel of the PCG • All other central¹ officers below the rank of Colonel or Naval Captain as well as all civilian personnel of the AFP

¹ National headquarters

Republic of the Philippines
CIVIL SERVICE COMMISSION
IBP Road, Constitution Hills, Quezon City

**REQUEST FOR COPY OF STATEMENT OF ASSETS, LIABILITIES,
AND NET WORTH (SALN)**

1. Name :	<i>Last Name</i>	<i>First Name</i>	<i>Middle Name</i>
2. Address:	<i>House No./Block No.</i>	<i>Street</i>	<i>Barangay</i>
3. Position Title:	<i>City/Municipality</i>	<i>Province</i>	<i>Postal Code</i>
4. Name of Agency/School:			
5. Address			
6. Contact Number:	<i>No. and Street</i>	<i>Barangay</i>	<i>City/Municipality</i>
7. Electronic Mail Address:			
8. Are you the declarant or his/her authorized representative?	<input type="radio"/> Declarant	<input type="radio"/> Authorized representative	<input type="radio"/> Third party

9. Indicate below the details of the SALN being requested:

	Name of Declarant	Office/Agency of Declarant	Year of SALN
1.			
2.			
3.			
4.			

10. Indicate the purpose/s of the request:

1.	
2.	
3.	

11. Valid identification cards presented:

11.1. If requesting on behalf of an agency/organization or school, agency/school ID is required to be presented.

Government-Issued ID		Government-Issued ID		Agency/School ID (if applicable)	
Issuing Agency		Issuing Agency		Issuing Agency	
ID Number		ID Number		ID Number	
Date Issued		Date Issued		Date Issued	
Valid Until		Valid Until		Valid Until	

12. Additional requirements:

12.1. If request is for research purposes:

- Endorsement letter from the school dean or any official of the organization concerned.

Name of signatory:	_____
Contact number:	_____
Email address:	_____

12.2. If request is made by a representative

- Authorization letter from declarant
- Copy of valid ID of declarant

TO BE ACCOMPLISHED BY PROCESSOR:

<input type="radio"/> SALN/s available	<input type="radio"/> SALN/s not available
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Recommendation:

<input type="radio"/> Approval	<input type="radio"/> Disapproval
Processed by: _____	REASON/S: _____

Action taken:

<input type="radio"/> Approved	<input type="radio"/> Disapproved
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Name, Position and Signature

Number of SALN/s	_____
Amount Paid	_____
OR Number	_____
Date	_____

Released by: _____

Received by: _____

Republic of the Philippines
CIVIL SERVICE COMMISSION
IBP Road, Constitution Hills, Quezon City

UNDERTAKING OF REQUESTING PARTY

I, _____, with address at _____ swear that the copies of the Statement of Assets, Liabilities and Net Worth (SALN) with the following details:

	Name of Declarant	Office/Agency of Declarant	Year of SALN
1.			
2.			
3.			
4.			

shall be used solely for the following purpose/s:

1. _____
2. _____
3. _____

I agree to comply with the following undertakings:

1. I shall not use nor disclose the abovementioned SALN/s for purposes contrary to morals, public policy or commercial purpose/s;
2. I shall not use nor disclose the abovementioned SALN/s for extortion purposes or for any purpose that will endanger the personal safety of the official or employee, and
3. I shall not disclose the name of declarant and its contents, nor lend, show or reproduce a photocopy of the same for distribution to other individuals/groups/organizations;
4. If I violate the terms and conditions of this undertaking, I understand that an action may be filed against me and that as a consequence, the Court may assess a penalty in an amount not to exceed Twenty Five Thousand Pesos (Php 25,000.00) pursuant to Section 11(d) of Republic Act No. 6713 (Code of Conduct and Ethical Standards for Public Officials and Employees). In addition, the Civil Service Commission may separately file a legal action under applicable laws.

Requesting Party

Date