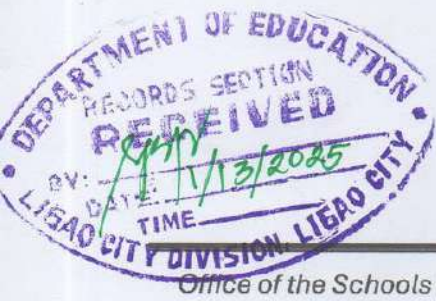




Republic of the Philippines
Department of Education
Region V- Bicol

SCHOOLS DIVISION OFFICE OF LIGAO CITY

Office of the Schools Division Superintendent



1 1 3 2 5 0 1 8

January 10, 2025

DIVISION MEMORANDUM

No. 10, s. 2025

**SUBMISSION OF STATEMENT OF ASSETS AND LIABILITIES
as of December 31, 2024**

TO: Assistant Schools Division Superintendent
Chief Education Supervisors (CID and SGOD)
All Public Elementary and Secondary Schools Heads
All SDO Unit/Section Heads
All Others Concerned

1. Pursuant to RA No. 6713 or the Code of Conduct and Ethical Standards for Public Officials and Employees, all permanent teaching and non-teaching personnel are hereby required to submit their SALN – Statement of Assets and Liabilities as of December 31, 2024 in soft (pdf file) and hard copies (3 copies each) by school/division/unit on or before February 28, 2025 to the Admin Office and in the google drive via this link <https://bit.ly/SALNASOFDEC312024>.
2. All School Administrative Officer II are advised to evaluate the completeness and compliance to the Guidelines in the Filling Out of SALN Form of all personnel in their respective school assignments.
3. Upon review of the submitted SALN, School Heads and division/unit heads in the SDO main are requested to accomplish the Summary List of Filers Form to be submitted in both hard and soft copies (in Excel format) which can be found in the drive along with the SALN form. This form shall be the cover page in the submission of the consolidated SALN. Likewise, the following reports shall also be submitted to wit:
 - a. List of employees whose SALNs are with incomplete data or are non-compliant with the Guidelines
 - b. List of employees who did not file SALN
4. Failure to timely submit the SALN shall mean exclusion in the submission to the Office of the Ombudsman which may constitute a violation of Section 8 of the abovementioned law which is punishable by suspension for the first offense and dismissal from service for the second offense.
5. For the information, guidance and strict compliance of all concerned.

NYMPHA D. GUEMO
Schools Division Superintendent



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