



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE – MARIKINA CITY

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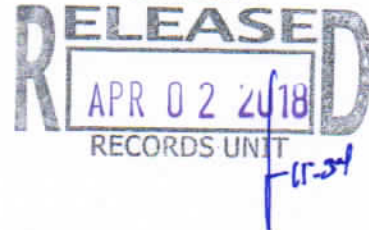


March 27, 2018

MEMORANDUM TO:

Chief Education Supervisors – CID and SGOD
Elementary and Secondary School Principals
Officers-In-Charge
Public Schools
All Concerned

DIVISION OF CITY SCHOOLS
MARIKINA




ADDITIONAL GUIDELINES ON SUBMISSION OF SALN

Attached is the Regional Memorandum from the Office of MR. WILFREDO E. CABRAL and Memorandum Circular No.2 from the Office of the Ombudsman re: **ADDITIONAL GUIDELINES ON THE SUBMISSION OF SALNs**, contents of which are self-explanatory.

Particular attention is invited to Page 4, No. 4 of the said Memo Circular specifying that the electronic copies of the SALNs must be in PDF format and individually saved per declarant, to be submitted in CD or Universal Serial Bus (USB).

Submission of the said CDs/USBs shall be until April 15, 2018 only.

For your immediate and strict compliance.


SHERYLL T. GAYOLA
Officer In-Charge

Office of the Schools Division Superintendent



Republika ng Pilipinas

(Republic of the Philippines)

KAGAWARAN NG EDUKASYON

(DEPARTMENT OF EDUCATION)

PAMBANSANG PUNONG REHIYON

(NATIONAL CAPITAL REGION) National Capital Region

Daang Misamis, Bago Bantay, Lungsod Quezon

(Misamis St., Bago Bantay, Quezon City)

**DIVISION OF CITY SCHOOLS
MARIKINA**

RECEIVED
02 MAR 2018
RECORDS UNIT 10:30

RELEASED

Div: _____
Date: 3/1/18

MEMORANDUM

TO : Schools Division Superintendents

FROM : The Office of the Regional Director

DATE : February 27, 2018

SUBJECT : Additional Guidelines on the Submission of SALNs at the Office of the Ombudsman

RECEIVED
BY: _____
DATE/TIME: 3/7/18
3:10pm

1. Enclosed is a copy of the Memorandum Circular No. 2 from the Office of the Ombudsman, on the additional guidelines on the submission of SALNs, for information and guidance.
2. For immediate dissemination.

WILFREDO B. CABRAL
Officer-In-Charge
Office of the Regional Director

personnel/epm

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Republic of the Philippines
OFFICE OF THE OMBUDSMAN
Agham Road, Dilliman, Quezon City 1104

MEMORANDUM CIRCULAR NO. 2

TO : ALL HEADS OF DEPARTMENTS, BUREAUS, OFFICES AND AGENCIES OF THE NATIONAL AND LOCAL GOVERNMENTS, ARMED FORCES OF THE PHILIPPINES, GOVERNMENT-OWNED AND CONTROLLED CORPORATIONS AND THEIR SUBSIDIARIES, AND ALL OTHER OFFICES CONCERNED

SUBJECT : ADDITIONAL GUIDELINES ON THE SUBMISSION OF STATEMENTS OF ASSETS, LIABILITIES, AND NET WORTH (SALNs) AND DISCLOSURES OF BUSINESS INTERESTS AND FINANCIAL CONNECTIONS TO THE OFFICE OF THE OMBUDSMAN AS REQUIRED UNDER SECTION 8 OF REPUBLIC ACT NO. 6713

Pending the full implementation of the electronic Statement of Assets, Liabilities and Net Worth (e-SALN) program, all agencies and instrumentalities of the government whose officials and employees are required to file their SALNs and Disclosures of Business Interests and Financial Connections within the periods specified under Section 8 (A) of Republic Act No. 6713, and to submit the same to the Office of the Ombudsman are hereby directed to observe the following *additional* guidelines on the submission of their SALNs and Disclosures:

1. **SALNS and Disclosures required to be filed on or before April 30 of every year.** – The Chief/Head of the Personnel/Administrative Division or Unit/Human Resource Management Office (HRMO) shall receive and evaluate the SALN forms of its officials and employees and submit all original (hard) copies of the SALNs received, together with electronic copies thereof, on or before June 30 of every year, to the Office of the Ombudsman Central office or its respective area or sectoral offices, as specified under Civil Service Commission Resolution No. 1500088, promulgated on 23 January 2015, to wit:

<i>Repository Office</i>	<i>Officers and Employees</i>
Office of the Ombudsman Central Office	President Vice President Constitutional Officials - Chairpersons of Commission on Audit (COA), Commission on Election (COMELEC) and Civil Service Commission (CSC)

Memorandum Circular

Additional Guidelines on Submission of SAENs

	<ul style="list-style-type: none"> - Commissioners of COA, COMELEC and CSC - Ombudsman and his/her Deputies - Officials and employees of Departments, bureaus and agencies, including Government-owned and/or controlled Corporations with and without original charter and their subsidiaries, State colleges and universities, and Local Government Units, the offices of which are located in the National Capital Region¹
<p>Office of the Deputy Ombudsman in their respective area or sectoral offices (Luzon, Visayas, Mindanao or Military and Other Law Enforcement Offices)</p>	<p>Regional officials and employees of the following offices:</p> <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 <p>Provincial elective officials and employees including Governors, Vice-Governors and Sangguniang Panlalawigan Members</p> <p>City and municipal elective officials and employees including Mayors, Vice-Mayors, Sangguniang Bayan/Panlungsod Members and Barangay officials</p> <p>Officers of the Armed Forces of the Philippines (AFP) below the rank of colonel or naval captain</p>

¹ In addition to the offices listed in CSC Resolution No. 1500088.

Memorandum Circular

Additional Guidelines on Submission of SALNs

	<ul style="list-style-type: none">- Lieutenant Colonel, Major, Captain, 1st Lieutenant and 2nd Lieutenant (Army and Air Force)- Commander, Lieutenant Commander, Lieutenant Senior Grade, Lieutenant Junior Grade and Ensign (Navy)- Other enlisted officers <p>Officers of the Philippine National Police (PNP) below the rank of Senior Superintendent</p> <ul style="list-style-type: none">- Superintendent, Chief Inspector, Senior Inspector and Inspector- Other police officers <p>Officers of the Philippine Coast Guard (PCG) below the rank of Commodore</p> <ul style="list-style-type: none">- Captain, Commander, Lieutenant Commander, Lieutenant, Lieutenant Junior Grade and Ensign
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2. **SALNs required to be filed after assumption of office or after separation from the service.** - The Chief/Head of the Personnel/Administrative Division or Unit/Human Resource Management Office (HRMO) shall submit all original (hard) copies of the SALNs of officials and employees received after their assumption of office or after separation from the service, together with electronic copies thereof, 30 days upon receipt of such SALNs, to the Office of the Ombudsman Central office or its respective area or sectoral offices.
3. **Certification of Head of Agency/Office.** - The list of officials and employees who filed their SALNs (Nos. 1 and 2 hereof), which the Chief/Head of the Personnel/Administrative Division or Unit/HRMO is required to submit to the Office of the Ombudsman or its respective area or sectoral offices, shall be accompanied by a certification by the head of agency/office concerned that the SALNs submitted electronically are faithful reproductions of the original copies submitted by the officials and employees of the office, using the following format:

CERTIFICATION

I, (name of agency head), hereby certify that the SALNs herewith submitted electronically are faithful reproductions of the original SALNs of the officials and employees of the (name of agency), as listed in the attached summary report of the (personnel officer/chief of administrative division/person designated).

Signature (of agency head)
Printed Name
Position
Date

SUBSCRIBED AND SWORN TO before me this ___ day of ____, 20 __, affiant exhibiting his/her competent evidence of identity, to wit:

Administering Officer

- 4. **Format of SALN.** - The electronic copies of the SALNs must be in PDF format and individually saved per declarant, in compact discs (CD) or Universal Serial Bus (USB) flash drive, using the file name prescribed in No. 5 hereof.
- 5. **File Name.** -The file name of the soft copy must be the same as the document title.
Example:

Document	File Name
SALN of Employee A	SALN of Employee A.pdf

- 6. **Duty of Head of Agency/Office.** - Heads of agencies/offices shall ensure the proper dissemination of this Memorandum Circular for the information of their employees and officials and the proper implementation of these additional guidelines.

All previous issuances inconsistent herewith are deemed superseded or modified accordingly.

This Memorandum Circular shall take effect after fifteen (15) calendar days following the completion of its publication in a newspaper of general circulation.

Quezon City, Philippines, 02 August 2017.

FILED WITH THE UNIVERSITY OF THE
PHILIPPINES LAW CENTER ON
AUGUST 11, 2017

PUBLISHED IN A NEWSPAPER
MANILA TIMES ON SEPTEMBER 12, 2017


CONCHITA CARPIO MORALES
Ombudsman