



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

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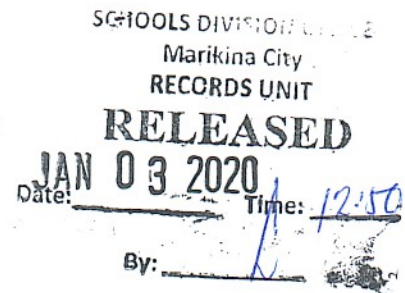


January 2, 2020

DIVISION MEMORANDUM


No. 001 s. 2020

To: OIC, Office of the Assistant Schools Division Superintendent
Chief Education Supervisors – CID and SGOD
Elementary and Secondary School Principals
Officers-In-Charge, Elementary and Secondary Schools
Unit/Section Heads
Public Schools
All Concerned



**SUBMISSION OF 2019 SWORN STATEMENT OF ASSETS,
LIABILITIES AND NET WORTH (SALN)**

1. The field is reminded of the submission of **2019 SWORN STATEMENT OF ASSETS, LIABILITIES AND NETWORTH (SALN)** as stipulated in Section 8 of RA 6713 – Code of Conduct and Ethical Standards for Public Officials and Employees, which states: *Statements and Disclosure*. Public officials and employees have an obligation to accomplish and submit declarations under oath, and the public has the right to know their assets, liabilities, net worth and financial business interests, including those of their spouses and of unmarried children under eighteen (18) years of age living in their households.
2. Said form can be downloaded. Guidelines on filling out said form can be downloaded/viewed at <https://hrdo.upd.edu.ph/SALN2012guide.pdf>. Only one (1) copy shall be submitted for checking on January 30, 2020. Furthermore, it is requested that the name of MR. CLARO L. CAPCO, Administrative Officer V, to be encoded as the Person Administering the Oath.
3. For strict compliance of all concerned.


SHERYLL T. GAYOLA
Education Program Supervisor
Officer In-Charge
Office of the Schools Division Superintendent