



Republic of the Philippines  
Department of Education  
Region XI  
SCHOOLS DIVISION OF DIGOS CITY  
Digos City



DIVISION MEMORANDUM  
No. 277, s. 2020

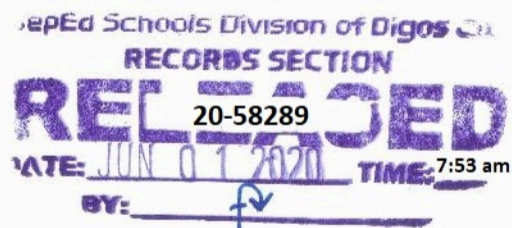
May 29, 2020

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

**TO: ALL DIVISION PERSONNEL**

1. As stated in Republic Act No. 6713, Section 8(A), All public officials and employees, except those who serve in an honorary capacity, laborers and casual or temporary workers, shall file under oath their Statement of Assets, Liabilities and Net Worth and a Disclosure of Business Interests and Financial Connections and those of their spouses and unmarried children under eighteen (18) years of age living in their households. In addition, stated also therein, that it must be filed on or before April 30, of every year thereafter.
2. In view of the declaration of a State of Public Health Emergency in the country due to the COVID-19 pandemic, the Civil Service Commission issued CSC Memorandum Circular No. 9, s. 2020 which states that public officials and employees are given an additional 60 days or until 30 June 2020 to file their Statement of Assets, Liabilities, and Network (SALN) for the year 2019.
3. In view of this, the deadline of submission of SALN in the division office is on **June 5, 2020**.
4. For information and compliance.

**CRISTY C. EPE**  
Schools Division Superintendent  
Office of the Schools Division Superintendent



Encls:

References:

To be indicated in the Perpetual Index under the following subjects:  
PERSONNEL SECTION

FRANCIS JUDE D. ALCOMENDRAS: SUBMISSION OF STATEMENT OF ASSETS, LIABILITIES AND NET WORTH (SALN) 2019



MC No. 09, s. 2020

## MEMORANDUM CIRCULAR

**TO : ALL HEADS OF CONSTITUTIONAL BODIES; DEPARTMENTS; BUREAUS AND AGENCIES OF THE NATIONAL GOVERNMENT; LOCAL GOVERNMENT UNITS, GOVERNMENT OWNED OR CONTROLLED CORPORATIONS; AND STATE COLLEGES AND UNIVERSITIES**

**SUBJECT : Filing and Submission of the Revised Statement of Assets, Liabilities and Net Worth (SALN) Form for the Year 2020**

Pursuant to **CSC Resolution No. 2000523** dated **April 3, 2020**, the Commission resolves to adopt the following guidelines in the filing and submission of the Statement of Assets, Liabilities and Net Worth (SALN) Form for the year 2020:

1. All public officials and employees are given additional period of sixty (60) days from April 30, 2020, the last day of filing of the Statement of Assets, Liabilities and Net Worth (SALN) Form for the year 2019 pursuant to Section 8 of Republic Act No. 6713 (Code of Conduct and Ethical Standards of Public Officials and Employees), or until June 30, 2020, to file their SALN Forms with their respective agencies, unless the circumstances require otherwise.
2. Those filing their SALN Forms between the period after April 30, 2020 and June 30, 2020 shall not be subjected to any administrative case relating to the non-filing of the SALN Form. However, those not filing their SALN Forms shall still be liable if they fail to file the same by June 30, 2020.
3. The last day of submission of the SALN Forms by all departments, agencies and offices to the appropriate repository agencies is extended from June 30, 2020 to August 31, 2020.
4. The foregoing parameters shall be subject to changes in case of any further issuances by the appropriate authorities, department and/or task force pertaining to the national emergency brought by COVID-19.

**Bawat Kawani, Lingkod Bayani**

5. The proper form to be used by all public officials and employees for the annual filing and submission of the SALN for the year 2020 shall be the Revised SALN Form (Revised as of January 2015) together with the Additional Sheets Form (Revised as of January 2015).

For your guidance.

  
**ALICIA dela ROSA-BALA**  
Chairperson

03 April 2020