



Republic of the Philippines  
**Department of Education**  
Region VI – Western Visayas  
**SCHOOLS DIVISION OF CAPIZ**

09 FEB 2026

**DIVISION MEMORANDUM**

No. **071** s. 2026

**SUBMISSION OF STATEMENT OF ASSETS, LIABILITIES AND NET WORTH (SALN) OF ALL PERSONNEL FOR 2025**

TO: Assistant Schools Division Superintendent  
OIC - Chief Education Supervisors  
Education Program Supervisors  
Public Schools District Supervisors  
Heads of Public Elementary, Secondary, and Integrated Schools  
All Others Concerned

1. Pursuant to **Republic Act No. 6713** titled **Code of Conduct and Ethical Standards for Public Officials and Employees**, all public officials and employees have an obligation to accomplish and submit declarations under oath of their assets, liabilities, net worth, and financial and business interests including those of their spouses and unmarried children under eighteen (18) years of age living in their households.
2. In this connection, this office will gather the updated Statement of Assets, Liabilities and Net Worth (SALN) of all personnel for the year 2025.
3. Assigned non-teaching personnel in Elementary, Secondary, and Integrated Schools are requested to submit the said documents on or before **February 20, 2026 (Friday)**.
4. Please be guided on the following instructions in the preparation and submission of SALN and other documentary requirements:
  - 4.1 Duly accomplished and signed official SALN form (**Revised as of June 2025**) in long bond paper (back-to-back). Please see enclosure No. 1.
  - 4.2 **Three (3) original copies** shall be prepared **per school** for secondary (JHS and SHS in one file) and **per district** for the elementary (including Integrated Schools). **Two (2) original copies** shall be prepared for SDO personnel.
  - 4.3 Copies shall be filed and submitted in **three (3) separate folders with summary in alphabetical order of Last Name**. Another folder of summary only shall be submitted for CSC.
    - 1<sup>st</sup> copy to Division Office
    - 2<sup>nd</sup> copy to Ombudsman
    - 3<sup>rd</sup> copy to School/District



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4.4 Electronic copies of SALN shall be:

- 4.4.1 saved in 2 flash drive and attached to the Division Office and the Ombudsman folder;
- 4.4.2 saved in PDF format using the file name *Last Name\_First Name\_MI\_SALN2025*;
- 4.4.3 saved per district for elementary level **including integrated schools**;
- 4.4.4 saved per school for secondary (**ONE file** for JHS and SHS);

5. Submission will be at the **Administrative Unit – Personnel Section c/o Mary Andria Agaton** for secondary and SDO personnel, and **Mary Grace Daradar** for elementary.

6. Immediate dissemination of and strict compliance with this Memorandum are desired.

**ROEL F. BERMEJO**  
Schools Division Superintendent

Encl.: None  
Reference: As stated  
To be indicated in the Perpetual Index  
under the following subjects:

EMPLOYEES                      SALN

DDB/ DM\_SALN2025  
0043/ January 30, 2026

## 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:** \_\_\_\_\_  
**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 NETWORTH<sup>ii</sup>

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

**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
			(As found in the Tax Declaration of Real Property, if available)		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:** \_\_\_\_\_

**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<sup>iv</sup>)

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)

<sup>i</sup> Position, Agency, and Address shall only be declared if the spouse is a public official or employee.

<sup>ii</sup> Additional sheets may be used by the declarant, if necessary.

<sup>iii</sup> Capital or paraphernal assets, and liabilities of the declarant's spouse, and properties of children below 18 years of age and living in the declarant's household shall be disclosed using the additional sheets provided.

<sup>iv</sup> Balae refers to the parent of one's son or daughter-in-law; Bilas refers to a brother-in-law's wife or sister-in-law's husband; Inso refers to the appellation for the wife of an elder brother or male cousin.