



Republic of the Philippines
Department of Education

REGION VIII
SCHOOLS DIVISION OF NORTHERN SAMAR

Office of the Schools Division Superintendent

January 14, 2026

DIVISION MEMORANDUM

No. 022, s. 2026

**SUBMISSION OF STATEMENT OF ASSETS, LIABILITIES,
AND NETWORTH (SALN) 2025**

To: Assistant Schools Division Superintendent
Chiefs, Functional Division
Office/ Unit Heads
District Supervisors
School Heads
Administrative Officer II
All other concerned

1. In compliance with R.A. No. 6713, otherwise known as the *Code of Conduct and Ethical Standards for Public Officials and Employees*, all government officials and employees are mandated to accomplish and submit their Statement of Assets, Liabilities, and Net Worth (SALN) at the end of every calendar year.
2. All permanent employees of this Division are hereby directed to submit two (2) notarized copy of their SALN, using the prescribed 2025 SALN Form, as of December 31, 2025. The Administrative Officer and/or the concerned School Head shall ensure the submission of SALNs and three (3) copies of prescribed transmittal form to the Division Records Unit **on or before March 16, 2026**.
3. Please be reminded that failure to submit the SALN within the prescribed period constitutes a violation of Section 8 of R.A. No. 6713.
4. Immediate dissemination of and compliance to this Memorandum are so desired.

GAUDENCIO C. ALJIBE JR., PhD, CESO V
Schools Division Superintendent

DepEd Northern Samar
RELEASED
By: 14 JAN 2026
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