



Republic of the Philippines  
**Department of Education**  
 Cordillera Administrative Region  
**SCHOOLS DIVISION OFFICE OF ABRA**



January 30, 2024

DIVISION MEMORANDUM  
 NO. 010 s. 2024

**SUBMISSION OF UPDATED STATEMENT OF ASSETS AND LIABILITIES  
 AND NET WORTH (SALN) AND PERSONAL DATA SHEET (PDS) OF ALL  
 TEACHING AND NON-TEACHING PERSONNEL**

**TO: Assistant Schools Division Superintendent  
 Chief Education Supervisor of CID and SGOD  
 Education and District Supervisors  
 School heads of Elementary and Secondary schools  
 SDO personnel  
 All teaching and non-teaching personnel of schools**

1. In compliance with Section 8 of Republic Act No. 6713, also known as "Code of Conduct and Ethical Standards for Public Officials and Employees," all public officials and employees shall file their STATEMENT OF ASSETS, LIABILITIES & NET WORTH (SALN).
2. All teaching and non-teaching personnel are directed to submit two (2) original copies of the SALN as of December 31, 2023 printed in a **long bond paper** and **to be notarized by public attorney**. The deadline of submission to the Division Office is on **February 28, 2024** together with the following attachments: (pls see attached template)

- a. Transmittal of List of Personnel who submitted their SALN
- b. Transmittal of List of Personnel who did not submitted their SALN
- c. Certification of Compliance
- d. Certification from Review and Compliance Committee
- e. Summary list of filers

**\*For Elementary Schools (Teaching and Non-teaching)**

- Alphabetically arranged and Consolidated per District filed in 2 folders (1 for Ombudsman copy; 1 for DO copy)

**\*For Secondary Schools (Teaching and Non-teaching)**

- Alphabetically arranged and Consolidated per School filed in 2 folders (1 for Ombudsman copy; 1 for DO copy)



Address: Actividad-Economia St., Zone 2 (Consiliman), Bangued, Abra  
 Telephone No.: (074)614-6918  
 Email Address: abra@deped.gov.ph  
 Website: <http://www.depedabra.com>

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**SCHOOLS DIVISION OFFICE OF ABRA**

3. For purposes of updating our records in the Civil Service Commission and 201 File of this Division Office, all permanent employees are required to submit one (1) original copy of properly accomplished, updated, and notarized Personal Data Sheet (CS Form No. 212, Revised 2017) printed in a **long bond paper** on or before **February 28, 2024**.
4. For strict compliance.

← PLEASE SIGN

  
**AMADOR D. GARCIA SR. PhD, CESO VI**  
 Schools Division Superintendent  
 r yy

OSDS/Admin/per/gbc/rcb



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Republic of the Philippines  
**Department of Education**  
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**SCHOOLS DIVISION OF ABRA**

Date \_\_\_\_\_

**OFFICE OF THE OMBUDSMAN**

Ombudsman Building  
 Agham Road, Diliman  
 Quezon City

Sir/Madam:

This is to submit the Sworn Statement of Assets, Liabilities and Networth (SALN) of the following personnel of \_\_\_\_\_ for CY 2023 for records purposes only.

NO.	NAME	POSITION
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

Thank you.

Very truly yours,

\_\_\_\_\_



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Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region  
**SCHOOLS DIVISION OF ABRA**

Date \_\_\_\_\_

**OFFICE OF THE OMBUDSMAN**

Ombudsman Building  
Agham Road, Diliman  
Quezon City

Sir/Madam:

This is to submit the list of the following personnel of \_\_\_\_\_  
who did not submit their Sworn Statement of Assets, Liabilities and Networth (SALN) for CY  
2023 for records purposes only.

NO.	NAME	POSITION
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

Thank you.

Very truly yours,

\_\_\_\_\_



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REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF EDUCATION  
Cordillera Administrative Region  
Schools Division of Abra

**CERTIFICATION OF COMPLIANCE**  
**SALN Submission/Filing**

This certifies that the \_\_\_\_\_ fully satisfies the Statement of Assets and Liabilities and Net Worth (SALN) requirement of the Performance-Based Incentive System for Fiscal Year 2023.

This also attest that all submission of the agency concerned has substantially complied with the minimum requisites for content and formalities under prescribed under Republic Act 6713 and its implementing Rules and Regulation which are as follows:

- a. Basic Information
- b. Assets (Real Properties and Personal Properties)
- c. Liabilities
- d. Net Worth
- e. Financial Connections and Business Interest
- f. Relatives in the Government

This Certifies that out of \_\_\_\_\_ employees qualified for the PBB under the 2013 PBIS Guidelines, \_\_\_\_\_ employees have completed and filed their SALN as reflected below:

OFFICE	NO. OF EMPLOYEES	NO. OF EMPLOYEES WITH DULY ACCOMPLISHED AND SUBMITTED SALN	PERCENTAGE OF COMPLIANCE (%)

This agency has forwarded/filed all SALN's with the appropriate receiving entity (i.e. Ombudsman in the case of President, Vice President and Constitutional Officials, etc.), in accordance with RA 6713 and its implementing rules and regulations.

IN WITNESS WHEREOF, we the hereunto affixed our signatures on the \_\_\_\_\_ day of \_\_\_\_\_ at \_\_\_\_\_

\_\_\_\_\_  
Name and Position  
Chairperson  
Review and Compliance Committee

\_\_\_\_\_  
Name and Position  
Member  
Review and Compliance Committee

\_\_\_\_\_  
Name and Position  
Member  
Review and Compliance Committee



**DEPARTMENT OF EDUCATION**  
Schools Division of Abra  
Summary List of Filers  
Statement of Assets, Liabilities and Networth  
Calendar Year 2021

**CERTIFICATION**

This is to certify that the SALNs submitted/included in the Summary List of Filers were reviewed and found compliant by the Review and Compliance Committee of this office.

Further, the review were made in accordance with the review and compliance procedure in filing and submission of SALNs pursuant to Memorandum Circular No. 10 s, 2006 (as amended by CSC Resolution No. 1300455 promulgated on March 04, 2013)

Issued on April 12, 2023.

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Name and Position  
Chairperson

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Name and Position  
Member

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Name and Position  
Member



Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region  
**SCHOOLS DIVISION OFFICE OF ABRA**

SUMMARY LIST OF FILERS (Division Personnel)  
STATEMENT OF ASSETS AND LIABILITIES AND NETWORTH  
Calendar Year 2022

NO.	Last Name	First Name	Middle Name	TIN	Position	NET Worth
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
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27						
28						
29						
30						
31						
32						
33						
34						
35						
36						
37						
38						
39						
40						

Total Number of Filers:  
Total Number Of Personnel Completed:

Prepared by: *Person In-Charge of SALN*

Noted by: **AMADOR D. GARCIA SR. PhD, CESO VI**  
*Head of Agency*

Position:  
Email ad:  
Contact No. :  
Date:

Position: *Schools Division Superintendent*  
Email ad:  
Contact No. :  
Date: