



Republic of the Philippines  
Department of Education  
Region VI- Western Visayas  
SCHOOLS DIVISION OF SAGAY CITY

JAN 22 2025

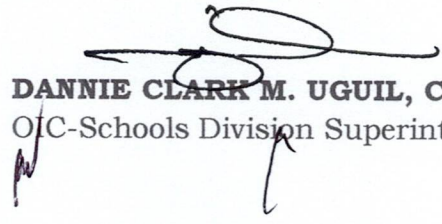
**DIVISION MEMORANDUM**

No. 051, s. 2025

**SUBMISSION OF SWORN STATEMENT OF ASSETS, LIABILITIES AND  
NET WORTH FOR YEAR ENDING DECEMBER 31, 2024**

To: Asst. Schools Division Superintendent  
Chief Education Supervisor - CID & SGOD  
Public Schools District Supervisors  
Public Elementary & Secondary School Heads  
All Others Concerned

1. In compliance with Rule VII, Section 1 of RA 6713 (Code of Conduct and Ethical Standards for Public Officials and Employees), the field is hereby instructed to submit the Sworn Statement of Assets, Liabilities and Net Worth (SALN) for Year Ending December 31, 2024.
2. The notarized SALN shall be submitted at the Records Section in four copies on or before February 28, 2025.
3. In case of joint filing executed by married personnel who are working both in DepEd Sagay City, each shall submit the said copy of the SALN to their respective schools. Joint filing executed by married personnel whose husband/wife is working in DepEd Sagay and whose spouse is working in another agency, shall also submit a copy of the SALN to whichever office/school/agency the husband/wife belongs.
4. School Heads/Division Heads are advised to ensure 100% submission of SALN of their teachers and personnel and shall take into consideration item 3.
5. For strict compliance.

  
**DANNIE CLARK M. UGUIL, CESE**  
O/C-Schools Division Superintendent



Enclosure : as stated  
Reference : as stated  
Allotment : N/A  
No. of Pages : 1  
To be indicated in the **Perpetual Index** under the following subjects:  
**PERSONNEL      POLICY**



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