



Republic of the Philippines
Department of Education
REGION III – CENTRAL LUZON
SCHOOLS DIVISION OFFICE OF NUEVA ECIJA

DEP-ED SDO N.E.
RELEASED
MAR 09 2023

RECORDS SECTION

03 March 2023

DIVISION MEMORANDUM
No. 075 s. 2023

SUBMISSION OF 2022 STATEMENT OF ASSETS, LIABILITIES AND NET WORTH (SALN)

To: Assistant Schools Division Superintendents
Chiefs of Division, CID and SGOD
Division Unit Heads
Public Schools District Supervisors
Public Elementary and Secondary School Heads and Teachers
All Others Concerned

1. Pursuant to Article XI Section 17 of the 1987 Constitution and Section 8 of Republic Act No. 6713 (Code of Conduct and Ethical Standards for Public Officials and Employees), all public officials and employees shall file under oath their Statement of Assets, Liabilities and Net Worth (SALN).
2. In this connection, all SDO-Nueva Ecija officials and employees are reminded to file and submit their SALN to the SDO-Personnel Unit on or before March 31, 2023.
3. School personnel shall submit **two (2) hard copies of SALN** in their respective schools to be checked and consolidated for submission to Division Office for validation, consolidation, and submission to Office of the Ombudsman.
4. Validated SALN will be returned to the schools for filing in the 201 files.
5. Administrative Officers/Administrative Assistant In-Charge of Personnel shall **check the completeness and consolidate the SALN** before submission to the SDO-Personnel Unit and shall submit scanned copies of SALN and save in PDF format per employee name using the file name described: **EMPLOYEE NAME.PDF**.
6. For Elementary, the AO II District Coordinators for Human Resource shall consolidate first the SALN per district before submission to the SDO-Personnel Unit.
7. The SALN of SDO Personnel shall be submitted by the designated in-charge per functional division.
8. The following personnel are the Review and Compliance Committee in the Division Office:

Chairperson : **Roxer Erwin B. Garcia**
Administrative Officer IV/HRMO

Members : **Melanie Garcia**- In-charge of Elementary CD I
Kimberly De Jesus-In-charge of Elementary CD II
Lorenza Caro- In-charge of Elementary CD III
Jonathan Batalla- In-charge of Elementary CD IV



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Liezel Violante- In-charge of Junior High School CD I
Jayson Nool- In-charge of Junior High School CD II
Eleanor Parico- In-charge of Junior High School CD III
Denice Annisah Francisco- In-charge of Junior High School CDIV
Nissan Gregorio - In-charge of Senior High School CD I & II
Mary Jane Romero - In-charge of Senior High School CD III & IV
Kenneth Tristan Silverio- In-charge of Division Office

9. The template of Statement of Assets, Liabilities and Net Worth (SALN) can be accessed through this link <https://bit.ly/SALNTEMPLATE>.
10. Immediate dissemination of and strict compliance with this Memorandum is expected.


JESSIE D. FERRER, CESO V
Schools Division Superintendent 

Encl.: As stated

Reference: Republic Act No. 6713 otherwise known as the Code of Conduct and Ethical Standards for Public Officials and Employees

To be included in the Perpetual Index

Under the following subjects:

PERONNEL

RECORD

SALN

DM 2022 Submission of 2022 Statement of Assets, Liabilities and Net Worth (SALN)
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