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Republic of the Philippines
Department of Education
National Capital Region

SCHOOLS DIVISION OFFICE OF CITY OF VALENZUELA

Office of the Schools Division
Superintendent

DIVISION MEMORANDUM
No. 0012s. 2026

**SUBMISSION OF 2025 ANNUAL STATEMENT OF ASSETS, LIABILITIES
AND NET WORTH (SALN)**

To: **Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public School District Supervisors
Public Elementary and Secondary School Heads
Teaching and Non-Teaching Personnel
All Others Concerned**

1. Pursuant to Republic Act No. 6713 or the Code of Conduct and Ethical Standards for Public Officials and Employees and CSC Memorandum Circular No 14, s. 2025, Omnibus Rules on the Statement of Assets, Liabilities and Net Worth (SALN), all employees of the Schools Division of Valenzuela are reminded of the submission of their Statement of Assets, Liabilities and Net worth (SALN) for the Year 2025.

2. All duly compiled 2025 SALN Forms (3 copies of hard copies in 3 separate folders, 2 for SDO copy and 1 for School copy) and scanned copies to be uploaded via this link <https://bit.ly/SDOValenzuela-SALN-2025> (RAR file with password) shall be submitted on or before February 23, 2026 at the Schools Division Office through the Division SRCC:

- a. Accomplished and duly Notarized 2025 SALN Forms as of December 31, 2025 in long bond paper (8.5 inches by 13 inches) for uniformity in three (3) original copies.
- b. Teaching and non teaching personnel in Schools and Division Office shall have the Punong Barangay to sign the oath.
- c. Certification of Compliance (SALN Submission/Filing)
- d. Summary of List of Filers
- e. Certification of Summary List of Filers
- f. Certification of Failure to Submit SALN

3. After the submitted SALN forms have been reviewed by the Review and Compliance Committee and have been notarized, the third copy of SALN shall be returned to the declarants to be scanned in PDF format to generate electronic copies



Address: Pio Valenzuela St., Marulas, Valenzuela City
Telephone Nos.: (02) 8293-4507, 8277-4648, 8291-0873, 8277-3439
Email Address: sdovalenzuela@deped.gov.ph
Official Website: <https://www.depedvalenzuela.com>





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and shall be saved in the following manner: SALN of (Last Name, First Name, Middle Initial). Example: *SALN of Dela Cruz, Juan M.pdf*

4. Moreover, all concerned are reminded of the provision as specified in Sec. 4 of MC No. 3, s. 2013 of CSC, stated:

“Failure of an official or employee to correct/submit his/her SALN in accordance with the procedure and within the given period pursuant in the directive in Section 3 hereof shall be ground for disciplinary action.”

The SALN Review and Compliance Committee is directed to adhere to the provision of Data Privacy Act.

5. For immediate dissemination and compliance.

NOEL D. BAGANO
Schools Division Superintendent

Encl: None
Reference: Republic Act no. 6713 Sec. 8,
Ombudsman MC No. 2, s. 2017
CSC MC No. 14, s. 2025

To be indicated in the Perpetual Index
Under the following subjects:

SALN 2025

OSDS/msf
January 6, 2026



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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 NETWORTHⁱⁱ

(Including those of the spouse and unmarried children below eighteen (18) years of age living in declarant's householdⁱⁱⁱ)

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
			<small>(As found in the Tax Declaration of Real Property, if available)</small>		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^{iv})

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)

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

ⁱⁱ Additional sheets may be used by the declarant, if necessary.

ⁱⁱⁱ 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.

^{iv} *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.