



Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS  
SCHOOLS DIVISION OF NEGROS ORIENTAL

**Office of the Schools Division  
Superintendent**

13 JAN 2023

DIVISION MEMORANDUM  
No. 49, s. 2023

SUBMISSION OF SWORN STATEMENT OF ASSETS, LIABILITIES AND  
NET WORTH (SALN) FORMS AS OF DECEMBER 31, 2022

TO: OIC – Asst. Schools Division Superintendents  
Chief Education Supervisors  
Education Program Supervisors/Coordinators  
Public Schools District Supervisors/District-In-Charge  
Public Elem./Secondary Schools Administrators  
Teaching/Non-Teaching Personnel

1. Pursuant to Republic Act No. 6713 or the Code of Conduct and Ethical Standards for Public Officials and Employees requiring all public officials and employees to file and submit under oath their Statement of Assets, Liabilities and Net Worth (SALN).
2. Prescribed forms to be submitted:
  - a. Duly accomplished Statement of Assets, Liabilities and Net Worth (Revised as of January 2015) – Two (2) Copies ALL ORIGINAL
    - 1 copy for CSC File;
    - 1 copy for Personal File;
    - For joint filing, prepare 3 copies
  - ✓ Strictly NO erasures.
  - ✓ Use long bond paper.
  - ✓ If MARRIED (as of December 2022), husband and wife must sign even if the spouse is not a government employee or not employed.
  - ✓ Only **One (1) FOLDER** each level of duly notarized SALN should be submitted to Division Administrative Section. (for CSC File)
    - Red – Elementary
    - Blue – Junior HS
    - Yellow – Senior HS
  - ✓ Submission must be by district.



**Address:** Kagawasan Avenue, Capitol Area, Daro, Dumaguete City  
**Telephone Nos.:** (035)225-2838 / 225-2376 / 422-7644  
**Email Address:** negros.oriental@deped.gov.ph

b. **Summary List of Filers – 1 copy**

- ✓ Permanent Teaching, Non-Teaching and Provisional Personnel as of January 31, 2023 including those who are on leave of absences shall be required to accomplish the SALN.
- ✓ Use short bond paper
- ✓ Font style-Arial, font size-10 and in proper case
- ✓ Send soft copy in excel file to [jennilene.cadiente@deped.gov.ph](mailto:jennilene.cadiente@deped.gov.ph)

c. Certification that the SALNs submitted/included in the Summary List of Filers were reviewed and found compliant by the District Review and Compliance Committee.

d. Certification of officials/employees who failed to submit their SALN for 2022 – 2 original copies. (for CSC file and Division file)

- ✓ Failure to file SALN is a violation of Section 8 of RA 6713 with penalties of imprisonment not exceeding five (5) years, or a fine not exceeding five thousand pesos (P 5,000), or both, and, in the discretion of the court of competent jurisdiction, disqualification to hold public office.
- ✓ Indicate NONE if submission is complete.

e. Electronic copies of the SALNs

- ✓ Electronic copies of the SALNs must be in **PDF** and individually saved per declarant. All files must be saved in a digital versatile disc (DVD) per district. The file name of the soft copy must be the same as the document title.

Example:

Document	File Name
<b>SALN of Employee A</b>	<b>SALN of Employee A.pdf</b>

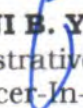
3. **Deadline for submission:**

February 28, 2023 – Submission of SALN to School/SALN in-charge

March 31, 2023 – Submission of Duly Notarized and Scanned Copies of SALN to Division Administrative Section

4. **Widest dissemination and strict compliance of this Memorandum is desired.**

By Authority of the OIC, Office of the Schs. Division Supt.:

  
**LANI B. YURONG**  
Administrative Officer V  
Officer-In-Charge

Encl.: Prescribed Forms  
References: RA 6713, Section 8  
Ombudsman Memo Circular No. 2, s. 2017  
SPP/NLR-JMA-MKP/AdS/LBY/jcadiente  
January 23, 2023



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**SWORN STATEMENT OF ASSETS, LIABILITIES AND NET WORTH**

As of December 30, 2018

(Required by R.A. 6713)

**Note:** Husband and wife who are both public officials and employees may file the required statements jointly or separately.

Joint Filing     Separate Filing     Not Applicable

<b>DECLARANT:</b>	Dela Cruz	Juan	M.	<b>POSITION:</b>	Clerk V
	(Family Name)	(First Name)	(M.I.)	<b>AGENCY/OFFICE:</b>	Civil Service Commission
<b>ADDRESS:</b>	1 Rizal St., Sampaloc, Manila			<b>OFFICE ADDRESS:</b>	CSC Bldg., IBP Road, Batasan Hills, Quezon City
<b>SPOUSE:</b>	Dela Cruz	Juana	M.	<b>POSITION:</b>	Director II
	(Family Name)	(First Name)	(M.I.)	<b>AGENCY/OFFICE:</b>	Civil Service Commission
				<b>OFFICE ADDRESS:</b>	CSC Bldg., IBP Road Batasan Hills, Quezon City

**UNMARRIED CHILDREN BELOW EIGHTEEN (18) YEARS OF AGE LIVING IN DECLARANT'S HOUSEHOLD**

NAME	DATE OF BIRTH	AGE
Gabriel M. dela Cruz	1/2/2005	13
Michael M. dela Cruz	5/2/2010	9
Angelica M. dela Cruz	10/11/2017	2
N/A	N/A	N/A

**ASSETS, LIABILITIES AND NETWORK**

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

**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)</small>			YEAR	
House and Lot (mort.)	Residential	1 Rizal St., Sampaloc, Manila	P800,000.00	P1,500,000.00	2003	Sale with mortgage	P5,000,000.00
Building (1/3 co-owned)	Commercial	1 Quezon Ave., Tandang Sora, Cavite	P1,200,000.00	P2,000,000.00	2000	Deed of Sale	P1,500,000.00
Farm lot	Agricultural	Brgy. Kaligayahan, Cavite	P900,000.00	P1,200,000.00	2010	Inherited	0
Lot	Mixed use	Santa Fe Subd., Brgy. Ana, Quezon City	P600,000.00	P800,000.00	2008	Deed of Sale	P1,300,000.00

**Subtotal: P7,800,000.00**

**b. Personal Properties\***

DESCRIPTION	YEAR ACQUIRED	ACQUISITION COST/AMOUNT
Condominium Unit (contract to sell)	2015	P500,000.00
Furniture	2000-present	P150,000.00
Appliances	2000-present	P200,000.00
Shares of stock	2013	P50,000.00

**Subtotal : P3,250,000.00**

**TOTAL ASSETS (a+b): P11,050,000.00**

\* Additional sheet/s may be used, if necessary.

**2. LIABILITIES\***

NATURE	NAME OF CREDITORS	OUTSTANDING BALANCE
Personal debt	Eddie dels Cruz	P800,000.00
Housing Loan	Pag-IBIG	P2,500,000.00
Contract to Sell	DMCI	P1,000,000.00
GSIS Multipurpose loan	GSIS	P60,000.00

**TOTAL LIABILITIES: P4,360,000.00**

**NET WORTH : Total Assets less Total Liabilities = P6,690,000.00**

\* Additional sheet/s may be used, if necessary.

**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
Sea Travel and Tours	Agapito St., Sampaloc, Manila	Owner	2015
N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A

**RELATIVES IN THE GOVERNMENT SERVICE**

(Within the Fourth Degree of Consanguinity or Affinity. Include also Bilas, Balae and Inso)

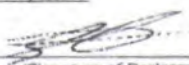
I/ We do not know of any relative/s in the government service)

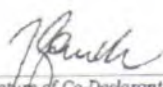
NAME OF RELATIVE	RELATIONSHIP	POSITION	NAME OF AGENCY/OFFICE AND ADDRESS
Nadine Lustre	sister	Attorney V	Department of Education, Quezon City
James Reid	cousin	Property Officer III	Department of Public Works and Highway, Pasig
Anne Curtis	aunt	Health Officer	Municipality of Bukid, Batangas
N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A

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: 03/15/2019

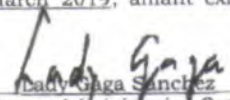
  
 \_\_\_\_\_  
 (Signature of Declarant)

  
 \_\_\_\_\_  
 (Signature of Co-Declarant/Spouse)

Government Issued ID: CSC ID  
 ID No.: 123456  
 Date Issued: 01/02/2018

Government Issued ID: CSC ID  
 ID No.: 987654  
 Date Issued: 01/05/2018

**SUBSCRIBED AND SWORN** to before me this 15 day of March 2019, affiant exhibiting to me the above- stated government issued identification card.

  
 \_\_\_\_\_  
 (Person Administering Oath)

**SWORN STATEMENT OF ASSETS, LIABILITIES AND NET WORTH**

As of December 31, 2018  
 (Additional sheet/s for the declarant)

**NAME:** Dela Cruz Juan M. **POSITION:** Clerk V  
 (Family Name) (First Name) (M.I.) **AGENCY/OFFICE:** Civil Service Commission

**ASSETS, LIABILITIES AND NET WORTH**

**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)</small>		YEAR	MODE	
condominium	residential	SM Prima Towers, EDSA, Mandaluyong City	P1,000,000.00	P1,750,000.00	2016	donation	0
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

**Subtotal:** Php 0

**b. Personal Properties**

DESCRIPTION	YEAR ACQUIRED	ACQUISITION COST/AMOUNT
Jewelry	2000-present	P 100,000.00
Mitsubishi Montero	2010	P1,200,000.00
Hand gun (Glock)	2012	P 50,000.00
Cash in bank	2000- present	P 800,000.00
Cash on hand	2018	P 200,000.00

**Subtotal:** Php 2,350,000.00

**TOTAL ASSETS (a+b):** Php 2,350,000.00

**2. LIABILITIES**

NATURE	NAME OF CREDITORS	OUTSTANDING BALANCE
N/A	N/A	N/A
N/A	N/A	N/A
N/A	N/A	N/A

**TOTAL LIABILITIES:** N/A

**BUSINESS INTERESTS AND FINANCIAL CONNECTIONS**

NAME OF ENTITY/BUSINESS ENTERPRISE	BUSINESS ADDRESS	NATURE OF BUSINESS INTEREST &/OR FINANCIAL CONNECTION	DATE OF ACQUISITION OF INTEREST OR CONNECTION
N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A

**STATEMENT OF ASSETS, LIABILITIES AND NET WORTH**

As of December 31, 2018

(Additional sheet/s for the exclusive properties of the declarant's spouse and unmarried children below eighteen (18) years of age living in declarant's household)

**NAME:** Dela Cruz Juan M. **POSITION:** Clerk III  
 (Family Name) (First Name) (M.I.) **AGENCY/OFFICE:** Civil Service Commission

**ASSETS, LIABILITIES AND NET WORTH**

**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)</small>		YEAR	MODE	
lot	agricultural	Brgy. Kaligayahan, Sto. Tomas, Batangas	P150,000.00	P210,000.00	2018	donation	0
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

**b. Personal Properties**

DESCRIPTION	YEAR ACQUIRED	ACQUISITION COST/ AMOUNT
N/A	N/A	N/A
N/A	N/A	N/A
N/A	N/A	N/A
N/A	N/A	N/A

**2. LIABILITIES**

NATURE	NAME OF CREDITORS	OUTSTANDING BALANCE
N/A	N/A	N/A
N/A	N/A	N/A
N/A	N/A	N/A
N/A	N/A	N/A

**BUSINESS INTERESTS AND FINANCIAL CONNECTIONS**

NAME OF ENTITY/BUSINESS ENTERPRISE	BUSINESS ADDRESS	NATURE OF BUSINESS INTEREST &/OR FINANCIAL CONNECTION	DATE OF ACQUISITION OF INTEREST OR CONNECTION
N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A



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**Department of Education**  
REGION VII – CENTRAL VISAYAS  
SCHOOLS DIVISION OF NEGROS ORIENTAL

Attachment B

**Summary List of Filers**  
**Statement of Assets, Liabilities and Net Worth**  
**Calendar Year 2022**

District: \_\_\_\_\_

Level: \_\_\_\_\_

No.	NAME OF EMPLOYEE			TIN	POSITION (Complete)	SCHOOL (in Alphabetical Order)	NET WORTH
	Lastname	Firstname	Middlename				
1	XXXXXX	XXXXXX	XXXXXX				
2							
3							
4							
5							
6							
7							

Total Number of Filers: \_\_\_\_\_

Total Number of Personnel Complement: \_\_\_\_\_

Submitted by:

\_\_\_\_\_  
District Supervisor/District-In-Charge



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**Attachment C**

**Summary List of Filers  
 Statement of Assets, Liabilities and Net Worth  
 Calendar Year 2022**

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

Issued on \_\_\_\_\_, 20\_\_\_\_\_.

Name and Signature  
 Chairperson  
 (PSDS/DIC)

Name and Signature  
 Member

Name and Signature  
 Member



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**Email Address:**negros.oriental@deped.gov.ph

Statement of Assets, Liabilities and Net Worth and Disclosure of Business Interest and Financial Connections for the year 2022 as required under Section 8 of Republic Act No. 6713 as implemented by Memorandum Circular issued by the Office of the Ombudsman on June 21, 1995

Name of Official / Employee (in Alphabetical Order)	Designation / Position	Remarks
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- 1.
- 2.
- 3.

This certification is being issued for whatever legal purpose it may serve.