



Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Tabuk City

DepED SCHOOLS DIVISION OF TABUK CITY	
RELEASED	
By: <u>ba</u>	
Date: <u>1/7/26</u>	Time: <u>11:18</u>

Office of the School Divisions Superintendent

January 7, 2026

Division Memorandum

No. 07, s. 2026

**SUBMISSION OF THE 2025 NEW REVISED STATEMENT OF ASSETS,
LIABILITIES AND NET WORTH (SALN) FORM**

To: All Employees of SDO Tabuk City

1. In compliance with Republic Act No. 6713 (Code of Conduct and Ethical Standards for Public Officials and Employees) and Civil Service Commission (CSC) rules and regulations, this office hereby directs all teaching and non-teaching personnel to accomplish the 2025 new revised Statement of Assets, Liabilities and Net Worth (SALN) Form.
2. Relative to this, all employees of SDO Tabuk City on the submission of SALN (as of December 31, 2025) on or before February 16, 2026, in four (4) copies using Revised 2025 SALN Form.
3. The signing authority for the SALN is any lawyer with Notarial Commission-Notary Public as stipulated in the Regional Memo No. 177 s. 2022.
4. Consolidated SALN per school will be submitted to the Review Compliance Committee (RCC) through Administrative Officer V, to review the SALN submitted by the employees before it is forwarded to the Administering Authority.
5. Sign SALN will be returned to schools concerned for scanning and resubmission of E-copy in PDF format until February 28, 2025.
6. Attached is the 2025 New Revised SALN Format for your reference. Please fill out the provided link: <https://tinyurl.com/SALNconso-2025>.
7. For information and compliance.


BENEDICTA B. GAMATERO PhD, CESO V
Schools Division Superintendent 

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 NETWORTH

(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 (e.g. lot, house and lot, condominium, and improvements)	KIND (e.g. residential, commercial, industrial, agricultural and mixed use)	EXACT LOCATION	ASSESSED VALUE	CURRENT FAIR MARKET VALUE	ACQUISITION		ACQUISITION COST
			(As found in the Tax Declaration of Real Property, if available)		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

Government Issued ID: _____
ID No.: _____
Date Issued: _____

Signature of Declarant

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.