



Republic of the Philippines
Department of Education
 REGION I

SCHOOLS DIVISION OF THE CITY OF BATAC

DIVISION MEMORANDUM

04 FEB 2026

No. 084, s. 2026

**SUBMISSION OF STATEMENT OF ASSETS, LIABILITIES AND NET WORTH
 AS OF 31 DECEMBER 2025**

To: **Assistant Schools Division Superintendent
 Chief Education Supervisors
 Unit and Section Heads
 Public School Heads
 Public School Teachers
 All Others Concerned**

1. The submission of a Statement of Assets, Liabilities and Net Worth (SALN) is required by law under Article XI Section 17 of the 1987 Constitution and Section 8 of Republic Act No. 6713, or the Code of Conduct and Ethical Standards for Public Officials and Employees.

2. In line with the abovementioned provisions, all personnel of this Division are required to submit their SALN as of 31 December 2025 thru the following modes:

Personnel	Submitted to	To be consolidated and evaluated by
Elementary School Teaching and Non-Teaching Employees	School Head	Administrative Officers
Secondary School Teaching and Non-Teaching Employees	School Head	Administrative Officers/Administrative Assistants
SDO Employees	Human Resource Management	

3. Employees are encouraged to submit **one (1) unnotarized SALN on or before February 20, 2026, for checking.**

4. Once checked, SALN must be submitted in four (4) hard copies and scanned copies in PDF file with file name format:

SALN of Last Name_First Name_Middle Initial
 e.g. SALN of Dela Cruz_Juan_A.

5. Submission of the notarized SALN shall be announced on a separate Division Memorandum.

6. School heads are also requested to transmit/indorse the following once the SALN are notarized:

1. Hard copies of Summary List of SALN Filers (3 copies) and Certificate of Compliance (2 copies)



DepEd Batac City



batac.city@deped.gov.ph

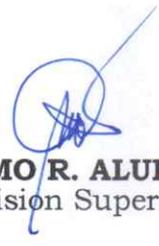


www.csdbatac.com

Asuncion Street, 16-S Quiling Sur,
 City of Batac, Ilocos Norte
 Telephone No.: (077) 677-1993

2. Soft copies of Summary List of SALN Filers and Certificate of Compliance are to be uploaded with this link:
<https://tinyurl.com/SALN2025Attachments>.

7. Templates are also available at the abovementioned link.
8. School heads are mandated to ensure 100% compliance of their respective teachers/staff.
9. For strict compliance.


ANSELMO R. ALUDINO
Schools Division Superintendent

Encl.: None

Reference: Article XI Section 17 of the 1987 Constitution
Section 8 of Republic Act No. 6713
CSC Resolution No. 2500632

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

SALN Reports

OSDS HRMU JMP/submission of SALN
010/January 30, 2026