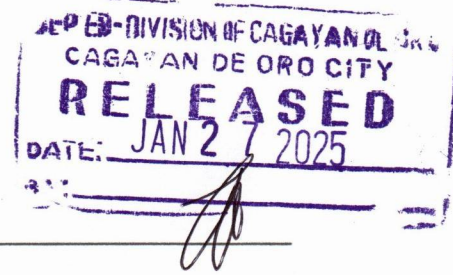




Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY
Office of the Schools Division Superintendent



24 Jan 2025

DIVISION MEMORANDUM
No. 69 s.2025

**SUBMISSION OF 2024 STATEMENT OF ASSETS, LIABILITIES AND NETWORTH
(SALN)**

TO: Assistant Schools Division Superintendent
Chiefs, CID and SGOD
All Curriculum Implementation Division Personnel
All School Governance and Operations Division Personnel
All Office of the Schools Division Superintendent Personnel
All Elementary and Secondary Public School Heads and Principals
All Teaching and Non-Teaching Personnel
This Division

1. In compliance with RA 6713 and 1987 Constitution, all teaching and non-teaching personnel, this Division, are reminded of the annual filing and submission of Statement of Assets Liabilities, and Net worth (SALN).

2. School heads shall be responsible in the supervision of the Review and Compliance Committee of their respective schools as to the review and evaluation of the filing and timely submission of the SALN, thus, verifying that entries are appropriate, attachment/s are complete and use of proper form.

3. Use the link below to download the Summary of SALN 2024 template (bit.ly/SALNSummaryFiler). Make sure to unblock macro by following these steps:

- Go to the Downloads folder.
- Locate the file. (saln-workbook)
- Right-click the file and choose "Properties".
- Select "Unblock" in the "Security".
- Then click "Apply" and "Okay".
- Open your workbook and fill-out the List sheet.
- Click Generate.



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City
Telephone: (088) 855-0044, (088) 855-0047, (088) 328-2142
Email Address: cagayandeoro.city@deped.gov.ph
Website: <https://depedcdo.net/>

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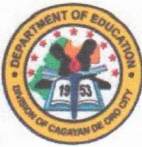
4. All schools are directed to submit soft copies by uploading the file with filename (*NameofSchool_SALN2024*) to the repository (*bit.ly/CDOSALN2024*). Hard copies are to be submitted at the Division Office.
5. Deadline of submission shall be on **February 21, 2025**.
6. In adherence to Equal Opportunity Principle (EOP), inclusive and fair treatment is accorded to all personnel regardless of disability, sexual orientation, gender, age, religion, and ethnicity.
7. This Office directs immediate and wide dissemination of this Memorandum.


ROY ANGELO E. GAZO
Schools Division Superintendent

Encl.: As stated
Reference: CSC MC No. 10 s. 2006 as amended; RA 6713
To be indicated in the Perpetual Index
under the following subjects:

SALN

DM002-OSDS-AVT / SUBMISSION SALN 2024
January 24, 2025



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