



Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF PAMPANGA

February 2, 2023

DIVISION MEMORANDUM
No. **056** , s. 2023

**FILING OF STATEMENT OF ASSETS, LIABILITIES, AND NET WORTH (SALN)
ENDING DECEMBER 31, 2022**

To: Assistant Schools Division Superintendents
Division Chiefs
Functional Unit Heads
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
Teaching and Non-Teaching Personnel
All Others Concerned

1. As provided under Section I (d) Rule VII on Public Disclosure of RA 6713, otherwise known as the Code of Conduct and Ethical Standards for Public Officials and Employees, this Office hereby requires all Teaching, Related-Teaching, and Non-Teaching employees to submit their Statement of Assets Liabilities and Net Worth (SALN) ending December 31, 2022.

2. The C.Y. 2022 SALN shall be submitted in two (2) original copies and an electronic copy saved in CD/USB to the Administrative Office on or before February 28, 2023.

A. Hard Copy

- 1) Notarized SALN or duly administered by authorized administering officer per D.M. No. 514, s. 2022 dated October 25, 2022, SALN Form (Revised 2015) in two(2) original copies.
 - *One copy for filing in the Ombudsman*
 - *One copy for filing in the Division*
- 2) Transmittal Letter (Enclosure A) - all original
 - *One copy for Ombudsman*
 - *One copy for Division*
- 3) Summary List of Filers (Enclosure B) - all original
 - *One copy for Ombudsman*
 - *One copy for Division*
- 4) SALN Certification (Enclosure C) - all original
 - *One copy for Ombudsman*
 - *One copy for Division*



Address: High School Blvd., Brgy. Lourdes, City of San Fernando (P)
Telephone No.: (045) 435-27-28; Email Address: pampanga@deped.gov.ph





Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF PAMPANGA

B. Electronic Copy

- 1) One folder per School:
 - Folder Filename: **SALN_SCHOOLNAME_ENDING 2022**
- 2) Electronic copies of the SALNs must be in PDF format, individually saved per declarant, and alphabetically arranged.
 - Scanned SALN Filename: **SALN of LASTNAME, FIRST NAME M.I.**

Example:



SALN of DELA CRUZ, JUAN A.

- 3) Per School, all files must be saved in a digital versatile disc (DVD) or Universal Serial Bus (USB) flash drive using the prescribed file name.
 - 4) Transmittal Letter (Enclosure A) in **.xlsx or .xls format** (excel format) and **.pdf** format with the signature of the school head.
 - 5) Summary List or Filers (Enclosure B) in **.xlsx or .xls format** (excel format) signed by the AO II or personnel-in-charge in preparing the SALN Report and certified correct by the School Head.
 - 6) Notarized SALN Certification (Enclosure C) in **.pdf** format
3. For the purpose of accomplishing the Statement of Assets, Liabilities, and Net Worth (SALN) and as prescribed by law, the following authorities are allowed to administer the oath of SALN form to wit:
- Notary Public
 - Barangay Chairman
 - Other Officers Authorized to Administer Oath
4. **School Heads are directed to review the SALNs of the teachers/personnel under their supervision for deficiencies before they are submitted to the Administrative Officer V not later than February 28, 2023.**
5. The following additional guidelines shall be adhered to upon submission of the signed SALNs from the Schools to the Division Office:
- 1) SALN should be filed:
 - Within thirty (30) days after the assumption of Office;
 - On or before April 30 of every year thereafter; and
 - Within thirty (30) days after separation from the service





Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF PAMPANGA

- 2) In case of joint filing, both employees shall submit their copies of signed SALN to their respective schools/agencies;
 - 3) Employees who did not submit their SALN ending December 31, 2022, shall also be included in the transmittal (Enclosure A).
 - 4) Accomplish an additional sheet/s for the exclusive properties of the declarant's spouse and unmarried children below eighteen (18) years of age living in the declarant's household)
 - 5) Names of teachers/personnel in the transmittal letter (Enclosure A) shall be arranged in alphabetical order.
 - 6) If married, husband and wife must sign even if the spouse is not a government employee or not employed. Attach a justification letter if the spouse cannot sign.
 - 7) Submission of SALN will be per District for the Elementary Schools and per School for the Secondary Schools.
6. Templates for the Transmittal Letter, Summary List of Filers, SALN Certification of the School, SALN Forms, SALN FAQs, SALN Legal Bases, and special instructions can be downloaded at this link: <https://bit.ly/sdopsaln2022>.
7. Further, be reminded that failure of an official or employee to submit his/her duly accomplished SALN is punishable under Rule 10, Section 50, Item D, Paragraph 8 of the 2017 Rules on Administrative Cases in the Civil Service, with the following penalties:
- 1st - Suspension for one (1) month and one (1) day to six (6) offense months
 - 2nd - Dismissal from the service offense
8. Timely filing/submission of SALN is also required for the Performance-Based Bonus (PBB) grant.
9. For information, wide dissemination, and 100% compliance of all concerned.

ENGR. EDGARD C. DOMINGO, PhD, CESO V

000000000010819 Schools Division Superintendent

Encl.: As stated

AOAS/01-14-23



Address: High School Blvd., Brgy. Lourdes, City of San Fernando (P)
Telephone No.: (045) 435-27-28; Email Address: pampanga@deped.gov.ph



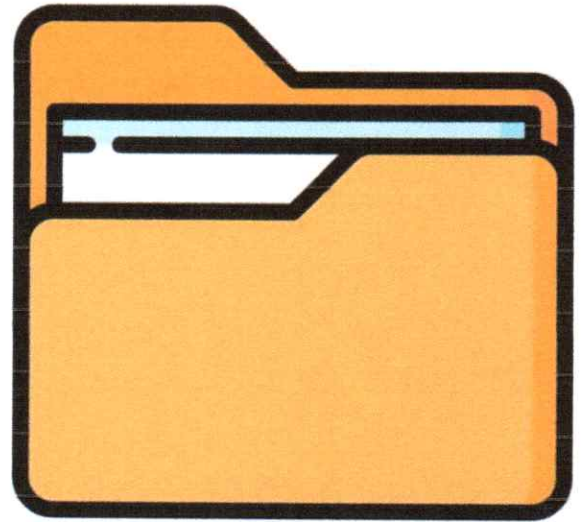
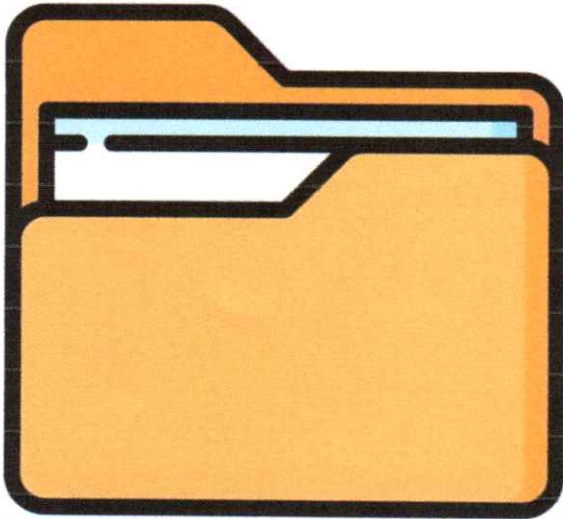
HARD COPIES

Folder 1

Folder 2

Division Copy

Ombudsman Copy



1. Certification (1 Copy)
2. Summary List of Filers (1 Copy)
3. Transmittal (1 Copy)
4. SALN of Employees (Original Copy)
- Back and Front

1. Certification (1 Copy)
2. Summary List of Filers (1 Copy)
3. Transmittal (1 Copy)
4. SALN of Employees (Original Copy)
- Back and Front

SOFT COPIES



One (1) CD Only

PDF Files

1. Certification
2. Summary List of Filers
3. Transmittal
4. SALN of Employees
 - Back and Front
 - One PDF only per employee
 - File Name
 - SALN of Dela Cruz, Juan D.

Excel Files - (.xlsx) File Format

1. Summary List of Filers
2. Transmittal

SWORN STATEMENT OF ASSETS, LIABILITIES AND NET WORTH

As of _____

(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

DECLARANT: _____
 (Family Name) (First Name) (M.I.)

ADDRESS: _____

SPOUSE: _____
 (Family Name) (First Name) (M.I.)

POSITION: _____

AGENCY/OFFICE: _____

OFFICE ADDRESS: _____

POSITION: _____

AGENCY/OFFICE: _____

OFFICE ADDRESS: _____

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

NAME	DATE OF BIRTH	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 <small>(e.g. lot, house 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
			(As found in the Tax Declaration of Real Property)	YEAR	MODE		

Subtotal: _____

b. Personal Properties*

DESCRIPTION	YEAR ACQUIRED	ACQUISITION COST/AMOUNT

Subtotal : _____

2. LIABILITIES*

NATURE	NAME OF CREDITORS	OUTSTANDING BALANCE

TOTAL LIABILITIES: _____

NET WORTH : Total Assets less Total Liabilities = _____

* 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

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

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 Co-Declarant/ Spouse)

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.

SWORN STATEMENT OF ASSETS, LIABILITIES AND NET WORTH

As of _____
 (Sample additional sheet/s for the declarant)

NAME: _____ **POSITION:** _____
 (Family Name) (First Name) (M.I.) **AGENCY/OFFICE:** _____

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	

Subtotal: _____

b. Personal Properties

DESCRIPTION	YEAR ACQUIRED	ACQUISITION COST/AMOUNT

Subtotal : _____

TOTAL ASSETS (a+b): _____

2. LIABILITIES

NATURE	NAME OF CREDITORS	OUTSTANDING BALANCE

TOTAL LIABILITIES: _____

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



Republic of the Philippines
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SCHOOLS DIVISION OFFICE OF PAMPANGA

CERTIFICATION

I, (name of school head), hereby certify that the SALNs herewith submitted electronically are faithful reproductions of the original SALNs of the officials and employees of the (name of school) with School ID No.: _____, (District/Cluster), this Division, as listed in the attached transmittal letter.

It is further certified 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 pursuant to CSC Memorandum Circular No. 10, s. 2006 (as amended by CSC Resolution No. 1300455 promulgated on March 04, 2013).

Signature (of school head)
Printed Name
Position
Date

<Name of Agency>
Summary List of Filers
Statement of Assets, Liabilities and Networth
 Calendar Year _____

No.	NAME OF EMPLOYEE			TIN	POSITION	NET WORTH
	Lastname	Firstname	Middlename			
1	XXXXXXX	XXXXXX				
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						

<Name of Agency>
Summary List of Filers
Statement of Assets, Liabilities and Networth
 Calendar Year _____

No.	NAME OF EMPLOYEE			TIN	POSITION	NET WORTH
	Lastname	Firstname	Middlename			
29						
30						
31						
32						
33						
34						
35						

Total Number of Filers: _____
 Total Number of Personnel Complement: _____

Prepared by: _____

Noted by: _____

 <Name and Signature>
 Person In-charge of SALN

 <Name and Signature>
 Head of Office

Position: _____
 Email Address: _____
 Contact No.: _____
 Date: _____

Position: _____
 Mailing Address: _____
 Contact No.: _____
 Date: _____

ENGR. EDGARDO C. DOMINGO, PhD, CESO V
 Schools Division Superintendent
 DepEd Division of Pampanga
 City of San Fernando (P)

Attention: Administrative Officer V

SIR:

This Office submits herewith the scanned copies of duly accomplished Statements of Assets, Liabilities and Net Worth and Disclosure of Business Interests and Financial Connections of the following Teachers/Employees of (School Name), (District/Cluster), for the year ending December 31, 2022, as follows:

**Summary List of Filers
 Statement of Assets, Liabilities and Network**

No.	Delivery Unit (School Name)	School ID	District/Cluster	LEVEL (Indicate if Elementary/Junior or High/Senior)	NAME (Last name, First name Middle Name)	Position (as per latest appointment)	TIN	Step Increment as of December 31, 2022	Monthly Basic Salary (as of December 31, 2022)	Net Worth (as of December 31, 2022) SALN	Date of Appointment (Original / Re-employment)	Date of Appointment (Last Promotion, if applicable)	Months in Service in SY 2021-2022 (September 15, 2021 - June 24, 2022)
1													
2													
3													
4													
5													
6													
7													
8													

Insert additional rows if necessary

Total Number of Teachers/Employees who filed their SALNs: _____

List of Teachers/Employees who did not file their SALNs

No.	Delivery Unit (School Name)	School ID	District/Cluster	LEVEL (Indicate if Elementary/Junior or High/Senior)	NAME (Last name, First name Middle Name)	Position (as per latest appointment)	TIN	Step Increment as of December 31, 2022	Monthly Basic Salary (as of December 31, 2022)	Net Worth (as of December 31, 2022) SALN	Date of Appointment (Original / Re-employment)	Date of Appointment (Last Promotion, if applicable)	Months in Service in SY 2021-2022 (September 15, 2021 - June 24, 2022)
1													
2													
3													
4													
5													
6													
7													
8													

Total Number of Teachers/Employees who did not file their SALNs: _____

Very Truly Yours,

Signature Over Printed Name of School Head

Encl.:
 As stated

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

DECLARANT:	<table border="0" style="width: 100%;"> <tr> <td style="width: 33%;">Dela Cruz</td> <td style="width: 33%;">Juan</td> <td style="width: 33%;">M.</td> </tr> <tr> <td style="font-size: small;">(Family Name)</td> <td style="font-size: small;">(First Name)</td> <td style="font-size: small;">(M.I.)</td> </tr> </table>	Dela Cruz	Juan	M.	(Family Name)	(First Name)	(M.I.)	POSITION:	Clerk V
Dela Cruz	Juan	M.							
(Family Name)	(First Name)	(M.I.)							
ADDRESS:	1 Rizal St., Sampaloc, Manila	AGENCY/OFFICE:	Civil Service Commission						
		OFFICE ADDRESS:	CSC Bldg., IBP Road, Batasan Hills, Quezon City						
SPOUSE:	<table border="0" style="width: 100%;"> <tr> <td style="width: 33%;">Dela Cruz</td> <td style="width: 33%;">Juana</td> <td style="width: 33%;">M.</td> </tr> <tr> <td style="font-size: small;">(Family Name)</td> <td style="font-size: small;">(First Name)</td> <td style="font-size: small;">(M.I.)</td> </tr> </table>	Dela Cruz	Juana	M.	(Family Name)	(First Name)	(M.I.)	POSITION:	Director II
Dela Cruz	Juana	M.							
(Family Name)	(First Name)	(M.I.)							
		AGENCY/OFFICE:	Civil Service Commission						
		OFFICE ADDRESS:	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 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*

PROPERTY TYPE <small>(e.g. lot, house, etc. or other real property)</small>	USE <small>(e.g. residential, commercial, agricultural and mixed use)</small>	EXACT LOCATION	ASSESSED VALUE	CURRENT FAIR MARKET VALUE	ACQUISITION		ACQUISITION COST
			(As stated in the Tax Declaration of Real Property)		YEAR	MODE	
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*

ATURE	NAME OF CREDITORS	OUTSTANDING BALANCE
Personal debt	Eddie dela 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 INTERESTS	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)

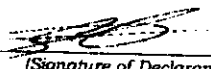
I/We do not know of any relative/s in the government service)

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, Barangas
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

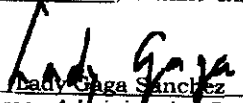

(Signature of Declarant)


(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.


Lady Gaga Sanchez
(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 for condominium and independent)</small>	KIND <small>(e.g. residential, commercial, industrial, agricultural and related uses)</small>	EXACT LOCATION	ASSESSED	CURRENT FAIR	ACQUISITION		ACQUISITION COST
			VALUE <small>(As found in the Tax Declaration of Real Property)</small>	MARKET VALUE	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

DEBTORS	NAMES 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/PERSONS INTERESTED	BUSINESS ADDRESS	NATURE OF BUSINESS INTEREST &/OR FINANCIAL CONNECTION	DATE OF ACQUISITION OR 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



Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF PAMPANGA

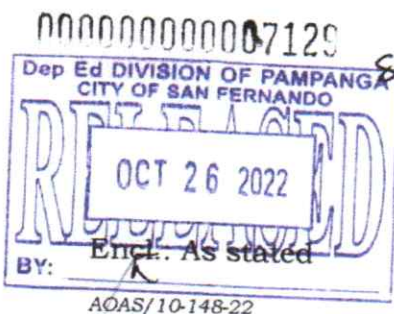
October 25, 2022


DIVISION MEMORANDUM
No. **514** , s. 2022

**CLARIFICATION ON THE AUTHORITY OF CERTAIN OFFICERS TO
ADMINISTER OATHS**

To: Assistant Schools Division Superintendents
Division Chiefs
Functional Unit Heads
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
Teaching and Non-Teaching Personnel
All Others Concerned

1. Attached is Memorandum dated April 8, 2022, from Atty. Alberto T. Escobarte, DepEd Assistant Secretary for Legal Affairs, titled "Clarification on the Authority of Certain Officers to Administer Oaths" for the information and guidance of all concerned.
2. Special attention is invited to Paragraph No. 2, sub. par 1 and 2.
3. Accordingly, this clarification applies to the following documents:
 - i. Statements of Assets, Liabilities, and Net Worth (SALN)
 - ii. Oath of Office
 - iii. Personal Data Sheet (CSC Form No. 212, Revised 2017)
 - iv. Other documents needed to be signed by the administering oath officer
4. Moreover, the **Superintendent and Administering Officer V are no longer allowed to subscribe under oath to the above-listed documents.** It should be done before a Notary Public, Barangay Chairman, or Officers Authorized to Administer the Oath.
5. For wide and immediate dissemination.




ENGR. EDGARD C. DOMINGO, PhD, CESO V
Schools Division Superintendent



Address: High School Blvd., Brgy. Lourdes, City of San Fernando (P)
Telephone No.: (045) 435-27-28; Email Address: pampanga@deped.gov.ph

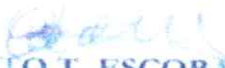




Republic of the Philippines
Department of Education
OFFICE OF THE ASSISTANT SECRETARY FOR LEGAL AFFAIRS

MEMORANDUM

TO : REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS

FROM : 
ATTY. ALBERTO T. ESCOBARTE, CESO II
Assistant Secretary

SUBJECT : Clarification on the Authority of Certain Officers to Administer Oaths

DATE : April 8, 2022

The Office of the Assistant Secretary for Legal Affairs issues this Memorandum to clarify the rules and guidelines on the authority of certain government officials to administer oaths.

Section 41 of Executive Order No. 292, otherwise known as the Administrative Code of 1987, as amended by R.A. 6733 and as further amended by R.A. 10755 provides that:

"[t]he following officers have general authority to administer oaths: President, Vice President, Members and Secretaries of both Houses of Congress; Members of the Judiciary; **Secretaries of Departments**; provincial governors and lieutenant governors, city mayors, municipal mayors, bureau directors; **regional directors**; clerks of courts, registrars of deeds; **other civilian officers in the public service of the government of the Philippines whose appointments are vested in the President and are subject to confirmation by the Commission on Appointments**, all other constitutional officers; and notaries public.

The punong barangay is authorized to administer the oath of office of any government official including the President of the Philippines." (Emphasis supplied).¹

As can be gleaned from above, the authority to administer oath is limited to the officers mentioned therein. Following the legal maxim *expressio unius est exclusio alterius*, meaning that "where a statute, by its terms, is expressly limited to certain matters, it may not, by interpretation or construction, be extended to other matters."² Schools Division Superintendents are not allowed to administer oaths in their official capacity for while their appointments are vested in the President, the same are not subject to confirmation by the Commission on Appointments. Regional Attorneys, Division Attorneys, Human Resource Management Officers, and Administrative Officers, not being among the officers

¹Section 41, Executive Order No. 292, otherwise known as the Administrative Code of 1987.
²De La Salle Araneta University v. Bernardo, 805 Phil. 580, 2017.

enumerated, are likewise not allowed to administer oaths in their official capacity. In no case also should the Regional Directors delegate their authority to administer oath, like in Statements of Assets, Liabilities, and Net Worth (SALN), etc., to any official or staff in the Regional Offices.

For your information and guidance.