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

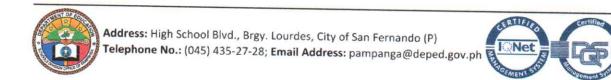
Teaching and Non-Teaching Personnel

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

- 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





Department of Education

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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:



- 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







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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

00000000010819 Schools Division Superintendent

Encl.: As stated

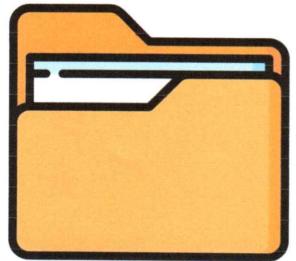
AOAS/01-14-23

Dep Ed DIVISION OF PAMPANGA
CITY OF SAN FERNANDO
FEB 0 2 2023
BY:

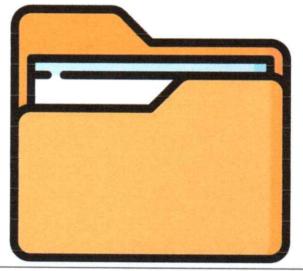
IONET COMMENTS OF THE PARTY OF

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

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

- 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

- Summary List of Filers
- 2. Transmittal

Subtotal:

SWORN STATEMENT OF ASSETS, LIABILITIES AND NET WORTH

As of _____

			(Required by R.A.	6713)		
Not	e: Husband and wij	fe who are both public off I Joint Filing	icials and employe Separate F	es may file the requi Filing 🔲 Not A	red statements _. Applicable	jointly or separately.
DECLARANT: ADDRESS:	(Family Name)	(First Name)	(M.I.)			
110010100.				OFFICE ADDRES	S:	
SPOUSE:	(Family Name)	(First Name)	(M.I.)	POSITION: AGENCY/OFFICE OFFICE ADDRESS		
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lot, condominium and improvemental	commercial, industrial, agricultural and mised use;		(As found in	the Tax Declaration of al Property)	YRAR M	ODE
b. Person	al Properties*				Subt	otal:
		distor			COURS	ACQUIRTICS COST/ASSOCIAT

			NAME OF CRI		OUTSTANDING RALA
				OTAL LIABILITI	
Addu t t			otal Assets les	s Total Liabilitie	5 =
Additional sheet/s may be	e used, if nece	essary.			
	Discinese r	WWW.			
(of Declarant / Declara	nt's spouse/ Unn	N1ERES IS A narried Children E	<u>ND FINANCIAI</u> Selow Eighteen (18)	CONNECTIONS years of Age Living in	Declarant's Household)
<u> </u>	I/We do not I	have any busii	ness interest or	financial connecti	ion.
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SWORN STATEMENT OF ASSETS, LIABILITIES AND NET WORTH

		As ((Samp		nal sheet/s	for the declarant)		
NAME:	(Family Name)	(First Na		(M.I.)	POSITION: AGENCY/OFFICE:			
1. ASSETS a. Real	Properties	ASSI	cts, liae	BILITIES AN	D NET WORTH			
DESCRIPTION	KIND (* g. reaklenthal	EXAC LOCAT		ASSESSED VALUE	CURRENT PAIR MARKET VALUE	Acqu	вынов	ACQUISITION
lot, condominium and improsements)	commercial, industrial, agricultural and mired use)			(As found in	the Tex Declaration of al Property)	YEAR	MODE	cost
			714-41					
b. Person	al Properties		V			Subtota	1:	
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	44L							
2. LIABILIT	ies				S TOTAL ASSE	ubtotal : TS (a+b):		
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-					TOTAL LIA	BILITIE	8:	
	<u> </u>	usiness in	rerests	AND FINAL	NCIAL CONNEC	TIONS		

NATURE OF BUSINESS

INTEREST &/OR FINANCIAL CONNECTION

DATE OF ACQUISITION OF INTEREST OR CONNECTION

NAME OF ENTITY/BUSINESS

ENTERPRISE

Business address



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

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7 8 9 10 11 12 13 14 15 16 17 18 20 21 22 23 24 25 26 27 28
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27

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

	ı			35	34	33	32	31	30	29	ş
Position: Email Address: Contact No.: Date:	<name and="" signature=""> Person In-charge of SALN</name>	Prepared by:	Total Number of Personnel Complement:								Lastname
	ignature>		ers:								NAME OF EMPLOYEE
			nent:								Moderane
Position: Mailing Address: Contact No.:	<name and="" signature=""></name>	Noted by:									POSITION
	lature>										NET WORTH

Date

ENGR. EDGARD 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 therewith 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 Networth

S	<u>~</u>	7	on 0	, _	w	2	 ŧ
Insert additional rows if necessary							Delivery Unit (School Hame)
							Stahool 10
							OhtrickCluster
	-						LEVEL (ledicate H Elementary/Juni or Harti-He)
							NAME (Lastinane, First name Middle Name)
							arne Midde Name)
							Position (as per latest appointment)
							NH.
							Step increment as it of December 31, 2022
							Monthly Beeld Selery (se of Net Worth (se of December 31, 2022) S1, 2023) SALK
							Date of Appointment (Original / Re- employment)
							Date of Appointment (Last Premotion, if applicable)
							Date of Date of Months in Bervice in Appointment Appointment SY 2921-2022 (Original Fe- (Last Premotion, (September 13, 202) - employment) If applicable) June 24, 2022)

List of Teachers/Employees who did not file their SALNs

Total Number of Teachers/Employees who filed their SALNs:

Delivery Unit (Suhood Hame)	School ID	District/Cluster	LEVEL (Indicate If Elementary/Juni or H8/8H8)		NAME nemo, First name Mid	die Name)	Position (as per intest appointment)	됳	Step increment as of December 31, 2022	Monthly Bask: Salary (as of December \$1, 2022)		Data of Appointment (Original / Re- employment)	Date of Appointment Last Promotion, (If applicable)	Months in Service in 87 2021 -2022 September 13, 2021 - June 24, 2022)
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		i												
Delivery (School N.)		Delivery Unit (School Name) School ID	Delivery Unit (School ID DestroxCti	Delivery Unit (School ID DestroxCti	Delivery Unit (Indices in Control Mame) School ID DestroricCluster (Indices in Control Mame) or HS/SHS)	Delivery Unit (Indices in Control ID DestroirCluster Elementary). Unit or HS/SH8)	Delivery Unit (School ID DericalCluster Elements of Hallands II (1997)	Delivery Unit (Bohool ID District/Cluster (Remembrys/Juni (Lask name, First name Middle Name) or Halfal-8)	Delivery Unit (School ID DestrouCluster (Indicate if (Indicate in indicate in indica	Delivery Unit (School ID Destrict/Cluster (Indicate if (Indicate in indicate in indi	Delivery Unit (School ID DestrouCluster (Indicate if (Indicate in indicate in indica	Delivery Unit (School ID Destrict/Cluster (Indicate II (I	Delivery Unit (School ID Destrict/Cluster (Indicate II (I	Delivery Unit (School Name) School ID DestroicCluster [Indicate if Indicate if

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

Very Truly Yours,

Signature Over Printed Name of School Head

End.: As stated.

SWORN STATEMENT OF ASSETS, LIABILITIES AND NET WORTH

As of <u>December 30, 2018</u> (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:	Dela Cruz	Juan	М.	POSITION:	
ADDRESS:	(Family Name) 1 Rizal St., Sampaloc	(First Name) , Manila	(M.I.)	AGENCY/OFFICE: OFFICE ADDRESS:	Clerk V Civil Service Commission CSC Bldg., IBP Road.
SPOUSE:	Dela Cruz	Juana	М.	POSITION:	Batasan Hills, Quezon City
·	(Family Name)	(First Name)	(M.t.)	AGENCY/OFFICE: OFFICE ADDRESS:	Director II Civil Service Commission CSC Bldg., IBP Road
	· - · · · · · · · · · · · · · · · · · ·			~~	Batasan Hills, Quezon City

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

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

		LOUVING	ACCOMPAND VALUE	CORREST YAIR	1.60		
			SAn Annual to the	ne That Declaration of I Property)	YEAR	10000	
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*

		CONTRACTOR
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*

NAME OF THE PARTY	State Of Chicago Tromp	GOTOTANDONO BALANCE
Personal debt Housing Loan	Eddie dela Cruz	P800,000.00
Contract to Sell	Pag-IBIG DMCI	P2,500,000.00 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

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.

	The state of the s	******	
	BRODIESS AND STREET	MATTER OF RESIDENCE OF THE PROPERTY OF THE PRO	DATE OF ACQUIRECTION OF INTERNATION OF
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/N	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)

DATE OF REALTIVE	THE ATTOMOST	POSTTON	
Nadine Lustre	sister	Attorney V	NAMES OF AGRECY/OFFICE AND ADDRESS.
James Reid	cousin		Department of Education, Quezon City
Anne Curtis	aunt	Property Officer III	Department of Public Works and Highway, Pasig
N/A	N/A	Health Officer	Municipality of Bukid, Batangas
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 aboveenumerated 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: <u>03/</u>	<u> 15/2019</u>	
	(Signature of Declarant)	- Ranch
Government Issu ID No.: Date Issued:	·	(Signature of Co-Declarant/Spause)

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

Lady Gaga S (Person Adminis

^{*} Additional sheet/s may be used, if necessary.

SWORN STATEMENT OF ASSETS, LIABILITIES AND NET WORTH

As of <u>December 31, 2018</u>
(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

	PERSONAL PROPERTY AND ADDRESS OF THE PERSONAL PR	EXACT LOCATION	ADMINISTRA VALUE	COMMENT PAIR MARKET VALUE		78817-08	ADQUERTED
			(As found in the	ne That Declaration of Property	TEAR	Mone	
condominium	residential	SM Prima Towers, EDSA. Mandaluyong City	P1,000,000 00	P1,750,000.00	2016	donation	O
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

Jewelry	2000-present	P 100,000.00
Mitsubishi Montero	2010	P1,200,000.00
Hand gun (Glock)	2012	
Cash in bank		F 30,000.00
Cash on hand	2000- present	P 800,000.00
Cush of Agric	2018	P 200,000.00

Subtotal: Php 2,350,000.00

Php 0

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

2. LIABILITIES

	tall of casimin	COLUMN SOLUTION SOLUT
N/A N/A	N/A	N/A
N/A	N/A	N/A
	N/A	N/A

TOTAL LIABILITIES: N/A

Subtotal:

BUSINESS INTERESTS AND FINANCIAL CONNECTIONS

			_	
	CONTRACT AND ASSESSED.	MATURE OF BUILDINGS COMMISSION COMMISSION	DATE OF ACCOUNTY OF THE	To,
N/A	N/A_	N/A	N/A	À
N/A	N/A	N/A	N/A	* 1
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 <u>December 31, 2018</u>

(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

		EXACT LOUATION	AGESTATED VALUE	CORREST PAIR		CHETTON	ACQUISITION COST
			(An finise) is the Rus	ne Tite Decimation of I Property)	YHAR	10004	
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
			17/6	N/A	N/A	N/A	N/A

b. Personal Properties

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

		CONTACTOR (ULCO)
N/A	N/A	N/A

BUSINESS INTERESTS AND FINANCIAL CONNECTIONS

	NAMES AND ADDRESS.	HATTRES OF EQUIPMENT OF EXPERIENCE OF EXPERI	DATE OF ECHIPITRIE OF
N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A E
N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A



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.
- Special attention is invited to Paragraph No. 2, sub. par 1 and 2.
- 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)
 - 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.
- For wide and immediate dissemination.

Dep Ed DIVISION OF PAMPANGE CITY OF SAN FERNANDO

OCT 26 2022

BY:

AOAS/10-148-22



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

Later at L 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 heutenant 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 notanes public

The puriong barangay is authorized to administer the eath of office of any government official including the President of the Philippines " (Emphasis supplied):

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," 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

Section 41, Executive Ordes No. 292, otherwise known as the Administration Code of 1987. De La Selle Aranets 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.