



Republic of the Philippines  
Department of Education  
Region VII, Central Visayas  
**DIVISION OF BOHOL**  
City of Tagbilaran



January 8, 2018

DIVISION MEMORANDUM

No. **D20**, s. 2018

**Submission of 2017 Statement of Assets, Liabilities and Net Worth (SALN)**

To : ASDS & Chief-EPS  
Education Program Supervisors  
Public Schools District Supervisors & Acting-PSDS  
Public Secondary & Elementary School Heads  
Teaching & Teaching Related Positions  
Non-Teaching Personnel  
All Other Concerned

1. Pursuant to R.A. 6713, re Code of Conduct & Ethical Standard, all officials and employees are required to file under oath their Statement of Assets, Liabilities and Net Worth and a Disclosure of Business Interests and Financial Connections and those of their spouses and unmarried children under eighteen (18) years of age living in their households as of December 31, 2017.

2. For the information and guidance of all concerned, this office therefore announces the composition of the Committee to Review on the accomplished SALN to **ensure 100% submission as well as the accuracy and completeness of entries** considering that this report is part of the requirements and compliance of the yearly Performance Based Bonus, thus, **no SALN no granting of PBB for 2017**. Below is the committee on SALN Review:

Chairman: Mr. Fermin M. Albutra  
Vice Chair: Mrs. Judith S. Apale  
Members: Mr. Felipe Platino  
Mrs. Emelyn Bompat  
Mr. Marlon Jongson  
Mrs. Mira Bersaluna

3. The deadline for submission of the accomplished SALN form for 2017 is on February 15, 2018, at the Human Resource Management Office with list of permanent employees using the attached template per School. This is to give ample time for review and validation of reports due to urgent submission of the same documents to the Office of the Ombudsman-Visayas on/or before March 15, 2018. Prompt and on time submission is strictly observed. Officials and employees who cause the delay of submission to this office shall be liable and responsible for the submission of this report to the Office of the Ombudsman for the Visayas.

4. Failure of an official or employee to comply and submit his/her SALN is punishable under Sec. 52 (B), Rule IV of the Uniform Rules on Administrative Cases in the Civil Service, with the following penalties: 1<sup>st</sup> Offense – Suspension for One (1) month and One (1) day to Six (6) months; 2<sup>nd</sup> Offense – Dismissal from the service.

5. Immediate and wide dissemination of this Memorandum is desired.

**WILFREDA D. BONGALOS, Ph.D., CESO VI**  
Schools Division Superintendent