



Republic of the Philippines  
**Department of Education**  
REGION II – CAGAYAN VALLEY  
SCHOOLS DIVISION OF NUEVA VIZCAYA

16 February 2026

DIVISION MEMORANDUM  
No. 17, s. 2026

**SUBMISSION OF THE STATEMENT OF ASSETS, LIABILITIES AND NETWORTH  
(SALN) FOR CY 2025**

To: Assistant Schools Division Superintendent  
Chief Education Supervisor, SGOD and CID  
Education Program Supervisors  
Public Schools District Supervisors/District-In-Charge  
Administrative Officer V  
Section and Unit Heads  
Elementary and Secondary School Heads  
All Others Concerned

1. Pursuant to Section 8 of Republic Act No. 6713, Code of Conduct and Ethical Standards for Public Officials and Employees, and Section 7 of Republic Act No. 3719, Anti – Graft and Corrupt Practices Act, all public officials and employees are mandated to file their Statement of Assets, Liabilities and Net Worth (SALN) every end of each Calendar Year.
2. All permanent teaching and non-teaching human resources of this division are required to file and submit their accomplished and **notarized 2025 SALN FORM** as of December 31, 2025 to the Office of the **OMBUDSMAN** through the **Division Human Resource Management Office (HRMO), Schools Division Office of Nueva Vizcaya (SDO NV) – Attn: The Administrative Officer IV, Personnel Unit.**
3. For the purpose of checking the completeness and accuracy of the accomplished SALN forms, each employee is advised to submit one (1) copy of the original SALN and must be printed in both sides (front and back) using legal size paper (**long coupon bond – 8" x 13"**) to be submitted on or before **March 7, 2026**.
4. The **final (4) copies** (completed, corrected and notarized) shall be submitted **on or before March 31, 2026**.
5. For a copy of the 2025 SALN Form, guidelines and other related issuances relevant to this, please access them on this link <https://bit.ly/4qHsUEq>



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6. The list of teachers and employees who filed their SALN shall be accompanied by a **Certification** issued by the **Review and Compliance Committee** of the concerned School/District.

7. Wide dissemination strict compliance of this memorandum is desired.

ORLANDO E. MANUEL PhD, CESO V  
Schools Division Superintendent

