



Republic of the Philippines
Department of Education
 REGION III
 SCHOOLS DIVISION OF BULACAN

MEMORANDUM No: 008, s. 2020

TO : All Division Teaching and Non-Teaching Personnel
FROM : Office of the Schools Division Superintendent
DATE : January 30, 2020
SUBJECT : Submission of Sworn Statement of Assets, Liabilities and Net Worth (SALN) and Notice of Salary Adjustment (NOSA)

In compliance to RA 6713 known as the *Code of Conduct and Ethical Standards for Public Officials and Employees* and RA 11466 known as the *Salary Standardization Law of 2019*, please be informed of the submission in two (2) original copies of 2019 Sworn Statement of Assets, Liabilities and Net Worth and Notice of Salary Adjustments of all Division teaching and non-teaching personnel on or before the following dates:

Documents to be submitted	Deadline of Submission	Signatories
Notice of Salary Adjustments (NOSA)	February 21, 2020	Head of Agency
**Sworn Statement of Assets, Liabilities and Networth (SALN)	March 02, 2020	Municipal Mayor or Notary Public

**Submit in hard and soft copies (usb)

The Schools Division Superintendent is the authorized officer to administer oath however, all school personnel are advised to take his/her oath before a Municipal Mayor or a Notary Public.

Please follow the attached template and contact Toby Alejandro and Jay-arr Gatchalian for assistance (044)7910256.

For information, dissemination and strict compliance.

GHPascual
GERMELINA H. PASCUAL, CESO V
 Schools Division Superintendent



Provincial Capitol Compound, Brgy. Guinhawa, City of Malolos, Bulacan
 website: <https://bulacandeped.com> email: bulacan@deped.gov.ph



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:	Dela Cruz	Juan	M.	POSITION:	Clerk V
	(Family Name)	(First Name)	(M.I.)	AGENCY/OFFICE:	Civil Service Commission
ADDRESS:	1 Rizal St., Sampaloc, Manila			OFFICE ADDRESS:	CSC Bldg., IBP Road, Balasan Hills, Quezon City
SPOUSE:	Dela Cruz	Juana	M.	POSITION:	Director II
	(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 NETWORK

(Including those of the spouse and unmarried children below eighteen (18) years of age living in declarant's household)

I. 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 <small>(As found in the Tax Declaration of said property)</small>	CURRENT FAIR MARKET VALUE	ACQUISITION		ACQUISITION COST
					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.



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Notice of Salary Adjustment

Sir/Madam:

Pursuant to National Budget Circular No. 579 dated January 24, 2020, implementing Republic Act No. 11466 dated January 8, 2020, your salary is hereby adjusted effective January 1, 2020, as follows:

1. Adjusted monthly basic salary effective January 1, 2020 under the new Salary Schedule; SG _____, Step _____ ₱ _____
2. Actual monthly basic salary as of December 31, 2019; SG _____, Step _____ _____
3. Monthly salary adjustment effective January 1, 2020 (1-2) ₱ _____

It is understood that this salary adjustment is subject to review and post-audit, and to appropriate re-adjustment and refund if found not in order.

Very truly yours,

GERMELINA H. PASCUAL, CESO V
 Schools Division Superintendent

Position Title: _____
 Salary Grade: _____
 Item No./Unique No., FY _____ Personnel Service Itemization
 And/or Plantilla of Personnel: _____

Copy Furnished: GSIS



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