



Republic of the Philippines  
Department of Education  
REGION III  
BATAAN HIGH SCHOOL FOR THE ARTS

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**RECEIVED**  
DATE: 02 TIME: 17:00  
BY: MIA ARIANA P. TANCIONGCO

**SCHOOL MEMORANDUM**  
No. 028, s. 2026

FEB 02 2026

**MANDATORY SUBMISSION OF ACCOMPLISHED STATEMENT OF ASSETS,  
LIABILITIES, AND NET WORTH (SALN) AND UPDATED  
PERSONAL DATA SHEET (PDS)**

To: Functional Division Chiefs  
Teaching and Non-Teaching Personnel  
All others concerned

1. In accordance with the Republic Act No. 6713 (Code of Conduct and Ethical Standards for Public Officials and Employees) and Civil Service Commission (CSC) Memorandum Circular No. 14, s. 2025 "Omnibus Rules on the Statement of Assets, Liabilities, and Net Worth", this Office directs all personnel to submit their duly accomplished **Statement of Assets, Liabilities, and Net Worth (SALN)** and updated **Civil Service Form 212 (Personal Data Sheet)** to the Human Resource Office **on or before February 13, 2026, at 5:00 pm.**

2. Below are the links for the updated forms, for reference:

Statement of Assets, Liabilities, and Net Worth (SALN)	<a href="https://tinyurl.com/BHSA-SALN-2026">https://tinyurl.com/BHSA-SALN-2026</a>
CS Form 212 (Personal Data Sheet)	<a href="https://tinyurl.com/BHSA-PDS-2026">https://tinyurl.com/BHSA-PDS-2026</a>

3. This directive is likewise issued, which mandates the timely, truthful, and accurate filing of SALN and the updating of the PDS as part of maintaining integrity, transparency, and accountability in the public service.

4. All functional divisions are reminded that the failure to comply and misdeclaration of SALN shall be dealt with in accordance with the Section 8 of RA 6713.

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

  
**MIA ARIANA P. TANCIONGCO, PhD**  
Director VII  
School Director

Encl.: None

Reference: RA 6713  
CSC Rules and Regulations  
DM 037, s. 2026

To be indicated in the Perpetua Index under the following subjects  
Personnel Records 201 Files  
OSD01/AD01 January 29, 2026



Republic of the Philippines  
**Department of Education**  
REGION III  
SCHOOLS DIVISION OFFICE OF BATAAN

JAN 26 2026

**DIVISION MEMORANDUM**  
NO. 037 s. 2026

**SUBMISSION OF STATEMENT OF ASSETS, LIABILITIES, AND NET WORTH  
(SALN) AS OF DECEMBER 31, 2025**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Education Program Supervisors  
Public Schools District Supervisors  
All Heads of Public Elementary and Secondary Schools  
All Others Concerned

1. Relative to Republic Act 6713, this Office directs all personnel to submit the electronic copy and three (3) hard copies of the duly signed Sworn Statement of Assets, Liabilities, and Net Worth (SALN) as of December 31, 2025 to the Administrative Unit on or before March 15, 2026.
2. The 2025 prescribed SALN Form shall be utilized and submitted without any revision, erasure, and alteration, you may download to this link <http://www.csc.gov.ph/saln/>
  - a. Revised CSC-SALN Form (as of January 2025)
  - b. Additional sheet for exclusive properties of the declarant's spouse and unmarried children below eighteen (18) years old
  - c. Summary List of Filers
  - d. Certification of the Summary list of Filers
3. Also, the field is reminded that the failure to comply and misdeclaration of SALN are punishable by law and may lead to suspension and dismissal from the service. (Sec 8 of RA 6713).
4. The electronic copy must be in PDF format and individually saved per declarant following the file name herein indicated: **LASTNAME, FIRSTNAME, MIDDLE NAME**



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5. On the other hand, the summary list of declarants should be in Excel format, following the same alphabetized order used in the file name.
6. Scanning of the documents shall be done after the checking and signing of the person administering oath:

POSITION/TITLE	CATEGORY	SIGNATORY
SCHOOL HEADS/PRINCIPALS, TEACHERS, & NON-TEACHING PERSONNEL	ELEMENTARY, JUNIOR HIGH SCHOOL, & SENIOR HIGH SCHOOL	NOTARY PUBLIC, MAYOR, OR BRGY. CAPTAIN

7. For the hard copies, the submission of CSC-SALN Form must be 3 copies: Filer, School Copy and Ombudsman Copy.
8. For information and strict compliance.

  
**CAROLINA S. VIOLETA, EdD, CESO V**  
Schools Division Superintendent 



MC No. 14, s. 2025

**MEMORANDUM CIRCULAR**

**TO : ALL HEADS OF CONSTITUTIONAL BODIES, DEPARTMENTS, BUREAUS, AND AGENCIES OF THE NATIONAL GOVERNMENT, LOCAL GOVERNMENT UNITS, GOVERNMENT-OWNED OR -CONTROLLED CORPORATIONS, AND STATE UNIVERSITIES AND COLLEGES**

**SUBJECT : Omnibus Rules on the Statement of Assets, Liabilities, and Net Worth (SALN)**

The Civil Service Commission (CSC) issued Resolution No. 2500632 dated 25 June 2025, adopting the Omnibus Rules on the SALN together with the 2025 SALN Forms. These forms are to be used for the filing and submission of the SALN for both entry and exit SALNs from the date of its effectivity in 2025 and for all SALNs from 2026 onwards. After its publication in a newspaper of general circulation, The Daily Tribune, on 13 September 2025, the said CSC Resolution takes effect on 29 September 2025.

Please be guided accordingly.

  
ATTY. MARILYN B. JAY, DPA  
Chairperson

17 November 2025

Bawat Kawani, Lingkod Bayani



**STATEMENT OF ASSETS, LIABILITIES,  
AND NET WORTH (SALN)**

Re: Omnibus Rules on the SALN

Number: 2500632

Promulgated: 25 June 2025

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**RESOLUTION**

**WHEREAS**, Section 17, Article XI of the 1987 Philippine Constitution requires public officers and employees to submit upon assumption to the office and during such period as may be required by law, a declaration under oath of their assets, liabilities, and net worth:

**WHEREAS**, the requirement on the filing of the SALN within thirty (30) days after assumption of office, on or before April 30 of every year thereafter, and within thirty (30) days after separation from the service is likewise found in Section 8 of Republic Act (R.A.) No. 6713 (Code of Conduct and Ethical Standards for Public Officials and Employees);

**WHEREAS**, Section 12 of R.A. No. 6713 provides that the Civil Service Commission (CSC) shall have the primary responsibility for the administration and enforcement of the said law, and the authority to promulgate rules and regulations necessary to carry out its provisions;

**WHEREAS**, the CSC issued the following Resolutions governing the accomplishment and filing of, as well as access to, the SALN:

1. **Resolution No. 1100356 dated 15 March 2011** on the rules on access to SALN;
2. **Resolution No. 1300173 dated 24 January 2013** providing the guidelines for filling out the SALN Form;
3. **Resolution No. 1300174 dated 24 January 2013** updating the provision on review and compliance procedure of the SALN;
4. **Resolution No. 1500088 dated 23 January 2015** clarifying the disclosure of real property and the proper offices or agencies before which public officials and employees shall file their respective SALNs; and
5. **Resolution No. 2400263 dated 05 April 2024** adopting additional guidelines in the filing and submission of the SALN, particularly the use of electronic signature in the SALN, online oath-taking, online filing or submission, and the procedure in the submission to repository agencies of the SALN for the 2023 SALN compliance, in recognition of the importance of the digitalization of its processes;

Bawat Kawani, Lingkod Bayani

**WHEREAS**, issues and concerns on the SALN were raised during the implementation of the foregoing Resolutions; and

**WHEREAS**, there is a need to update, consolidate, and harmonize all the existing rules and regulations of the CSC regarding the accomplishment, filing procedure, and submission of, and access to the SALN;

**WHEREFORE**, the Commission **RESOLVES** to **ADOPT** the attached Omnibus Rules on the SALN together with its annexes to be used in the filing of the SALNs upon its effectiveness.

Quezon City,

  
ATTY. MARILYN P. YAP  
Chairperson

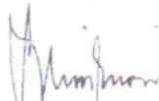
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ATTY. RYAN ALVIN R. ACOSTA  
Commissioner

  
ATTY. LUIS MEINRADO C. PAÑGULAVAN, CESO I  
Commissioner

Digitally signed by Panigulavan  
Luis Meinrado C. Panigulavan  
Date: 2025-06-25 14:16:53.54  
+08:00

Attested by:

For:   
KATHERINE LIMARE-DELMORO  
Director IV  
Commission Secretariat and Liaison Office

Digitally signed by Sison  
Lina Katharine Lim  
Date: 2025-06-25 15:19:42  
+08:00