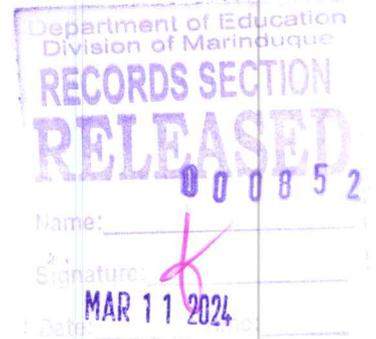




Republic of the Philippines
Department of Education
Schools Division of Marinduque



Office of the Schools Division Superintendent

DIVISION MEMORANDUM

TO: Assistant Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors
All Public Elementary and Secondary School Heads
Elementary and Secondary School Teachers

FROM:  **LYNN G. MENDOZA, EdD** *h*
OIC, Schools Division Superintendent

**SUBJECT: FILING AND SUBMISSION OF STATEMENT OF ASSETS,
LIABILITIES AND NET WORTH (SALN) AS OF DECEMBER 31,
2023**

DATE: March 07, 2024

1. Pursuant to Section 8 of Republic Act 6713 also known as Code of Conduct and Ethical Standards for Public Officials and Employees, all public officials and employees shall file under oath their Statement of Assets, Liabilities and Net Worth (SALN) and a Disclosure of Business Interests and Financial Connections.

2. Hence, in order to fulfill such obligation, all permanent teaching and non-teaching personnel, including those who are on leave of absence and are still in the service as of December 31, 2023, are required to file their SALN as of December 31, 2023, using the attached form (Enclosure 1).

3. The consolidated SALN and the other documents below shall be submitted to this Office on or before April 30, 2024 in three sets, for further review:

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Malusak, Boac, Marinduque
Email: marinduque@deped.gov.ph

●Tel. No.: (042) 754-0427 ●Fax No.: (042) 332-1611



Republic of the Philippines
Department of Education
Schools Division of Marinduque

Office of the Schools Division Superintendent

- a. **Enclosure No. 2** – Certification duly signed by the District’s Review and Compliance Committee
 - b. **Enclosure No. 3** – Summary List of Filers- in alphabetical order(hard and soft copies)
 - c. **Enclosure No. 4**- Certification for those who failed to submit the SALN as of December 31, 2023
 - d. **Enclosure No. 5**- Procedures in filling of SALN and Guide on filling of SALN.
4. Likewise attached is the Guidelines in the filling out of the Statement of Assets, Liabilities and Net Worth Form (SALN Revised 2015) issued by the CSC for reference and guidance of the field.
5. Public Schools District Supervisor are advised to notify those who will fail to comply with the submission of SALN, copy furnished this Office, for the issuance of Show Cause Order and remind them that such shall be ground for disciplinary actions, punishable by suspension for one (1) month and one (1) day to six (6) months for the first offense and dismissal from the service for the second offense pursuant to the 2017 Rule on Administrative Case in the Civil Service (RACCS), CSC Resolution No. 1701077 dated July 03, 2017.
6. Each district must establish a District Review and Compliance Committee, which shall be composed of one (1) Chairman, and two (2) members pursuant to the provisions of CSC Resolution No. 1300455 promulgated on March 04, 2013. As mandated in the resolution, ***the Committee shall be designated and authorized by the head of agency to receive the SALN and to evaluate if the same has been submitted on time, complete and in proper form.***
7. In the division level, hereunder shall form part of the Review and Compliance Committee to conduct a final review on the SALN forms:

Chairman - **Mabel F. Musa, PhD**
Assistant Schools Division Superintendent

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Members - **Maria Cecilia S. Manay**
Chief Education Supervisor, SGOD
May Bernadeth O. Dela Rosa
Administrative Officer V

Secretariat - **Maridell F. Hermosa**
Administrative Officer IV
Hensly S. Orilla
Administrative Assistant III

8. Immediate and wide dissemination of the contents of this Memorandum is desired.

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 Schools Division of Marinduque

Office of the Schools Division Superintendent

Enclosure 1. Statement of Assets, Liabilities and Net Worth (page 1)

Revised as of January 2015
 Per CSC Resolution No. 1500088
 Promulgated on January 23, 2015

SWORN STATEMENT OF ASSETS, LIABILITIES AND NET WORTH

As of _____

(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: _____
 (Family Name) (First Name) (M.I.) **POSITION:** _____
ADDRESS: _____

AGENCY/OFFICE: _____
OFFICE ADDRESS: _____

SPOUSE: _____
 (Family Name) (First Name) (M.I.) **POSITION:** _____
AGENCY/OFFICE: _____
OFFICE ADDRESS: _____

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

NAME	DATE OF BIRTH	AGE
_____	_____	_____
_____	_____	_____
_____	_____	_____

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*

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 Real Property)</small>	CURRENT FAIR MARKET VALUE	ACQUISITION		ACQUISITION COST
					YEAR	MODE	

Subtotal: _____

b. Personal Properties*

DESCRIPTION	YEAR ACQUIRED	ACQUISITION COST/AMOUNT

Subtotal: _____

TOTAL ASSETS (a+b): _____

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

Page 1 of ____



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Schools Division of Marinduque

Office of the Schools Division Superintendent

Enclosure 2. Certification

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

CERTIFICATION

This is to certify 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.

Further, the review were made in accordance with the review and compliance procedure in filing and submission of SALNs pursuant to CSC Memorandum Circular No. 10, s. 2006 (as amended by CSC Resolution No. 1300455 promulgated on March 04, 2013).

Issued on _____

Name and Signature
Chairperson

Name and Signature
Member

Name and Signature
Member

Page 3 of 3

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Department of Education
 Schools Division of Marinduque

Office of the Schools Division Superintendent

Enclosure 3. Summary List of Filers

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

No.	NAME OF EMPLOYEE			TIN	POSITION	NET WORTH
	Lastname	Firstname	Middlename			
1	XXXXXX	XXXXXX				
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						

Page 1 of 3

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

No.	NAME OF EMPLOYEE			TIN	POSITION	NET WORTH
	Lastname	Firstname	Middlename			
31						
32						
33						
34						
35						

Total Number of Filers: _____
 Total Number of Personnel Complement: _____

Prepared by: _____

Noted by: _____

 <Name and Signature>
 Person In-charge of SALN

 <Name and Signature>
 Head of Agency

Position: _____
 Email Address: _____
 Contact No. _____

adfd

Position: _____
 Mailing Address: _____
 Contact No. _____

Date: _____

Date: _____



Republic of the Philippines
Department of Education
Schools Division of Marinduque
Office of the Schools Division Superintendent

Enclosure 4. Certification who failed to submit SALN

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

CERTIFICATION

This is to certify that the following officials/employees of this Office have FAILED to submit their Statement of Assets, Liabilities and Net Worth and Disclosure of Business Interest and Financial Connections for the year _____ as required under Section 8 of Republic Act No. 6713 as implemented by the Memorandum Circular issued by the Office of the Ombudsman on June 21, 1995.

Name of Official/Employee (in Alphabetical Order)	Designation/Position	Remarks

This certification is being issued for whatever legal purpose it may serve.

Place and Date of Issuance

Administrative/Personnel Head

SUBSCRIBED AND SWORN TO before me this _____ day of _____, 20__ at _____.

Administering Officer

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Enclosure 5. Procedures in filling SALN

I. PURPOSE

The procedure contained herein are hereby adopted and prescribed in order to carry out the provisions of the following laws, rules and regulations:

1. Section 10 of Republic Act (RA) No. 6713 and its implementing rules requiring heads of offices to establish procedures for the review of Statements of Assets, Liabilities and Net Worth (SALN), Disclosure of Business Interests and Financial Connections (DBIFC) and Identification and Disclosure of Relatives (IDR).
2. Rule VIII of the Rules Implementing the Code of Conduct and Ethical Standards for Public Officials and Employees mandating the establishment of review and compliance procedures as amended by Civil Service Commission (CSC) Memorandum Circular (MC) No. 10, s. 2006, CSC MC No. 2, s. 2013, CSC MC No. 3, s.2013, further amended by CSC MC No. 3, s. 2015 ; and
3. Supreme Court decisions involving cases on Statement of Assets, Liabilities and Net Worth.

In order to pursue the foregoing purposes, the Office – Proper Review and Compliance Procedures shall be implemented to its fullest extent.

II. COVERAGE

These procedures shall apply to all Office – Proper officials and employees whether they are appointees, except those serving in honorary capacity, laborers and casual or temporary workers. Those holding career positions under temporary status are also required to file their SALN.

III. PROCEDURES

A. What to File

1. All official and employees indicated above shall file under oath their SALN including those of their spouses and unmarried children under eighteen (18)

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years of age living in their households using the SALN Form revised as of January 2015.

- 1.1. The SALN shall contain a true and complete declaration of assets, liabilities and net worth, including a disclosure of business interests and financial connections of the declarant, his/her spouse and unmarried children below eighteen (18) years of age living in his/her household. It shall also contain a disclosure of the declarant's relatives within the fourth degree of consanguinity and affinity who are in government service.
- 1.2. The declarant, including that of his/her spouse and unmarried children below eighteen (18) years of age living in declarant's household, shall declare their existing interest or connection in any business enterprise or entity, aside from income from government. They shall also indicate the business address, nature of business interest and/or financial connection, and date of acquisition of interest or connection.
- 1.3. The declarant shall disclose his/her relatives in the government within the 4th civil degree of relationship, either by consanguinity or affinity including declarant's bilas, inso and balae. The disclosure shall also state his/her relationship with the relative, the position of the relatives as well as the name of office/agency and address.
- 1.4. All officials and employees required under this section to file the aforesaid documents shall execute, within thirty (30) days from the date of their assumption of office, the necessary authority in favor of the Ombudsman to obtain from all appropriate government agencies, including the Bureau of Internal Revenue, such documents as may show their assets, liabilities, net worth, and also their business interests and financial connections in previous years, including, if possible, the year when they first assumed any office in the Government.

B. When to File

1. The SALN shall be filed within the period specified below:
 - 1.1 Within thirty (30) days after assumption of office, statements of which must be reckoned as of his/her first day of service;
 - 1.2 On or before April 30 of every year thereafter, statements of which must be reckoned as of the end of the preceding year; and
 - 1.3 Within thirty (30) days after separation from the service, statements of which must be reckoned as of his/her last day of office.

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C. How to File

1. All public officials and employees are strictly required to accomplish or fill in all applicable information and/or make a true and detailed SALN using the revised SALN Form.
2. For this purpose, the SALN are deemed properly accomplished or “with complete data” when all applicable information or details required therein are provided by the officials and or employee concerned. The declarant is strictly required to fill all applicable information in the SALN Form. Otherwise, such items would be marked with “N/A” or “not applicable”.
3. In case the declarant is single or married but whose spouse is not in the government service, he/she shall tick off the box marked as “Not Applicable”.
4. If the spouse is not a public officer, the declarant shall still cause him/her to sign the SALN.
5. In case of noncompliance with the signature of the spouse, an explanation should be attached to the SALN Form for such non-compliance.
6. Spouses who are both public officers and employees shall have the option to file their SALN either jointly or separately.
 - 6.1 In case of joint filing, all real and personal properties shall be declared including their respective paraphernal and capital property, if there are any. The declarant and his/her spouse shall sign in the space provided for just below the certification.
 - 6.2 If the spouse of the declarant is a public officer or employee, but who chose to separately file his/her SALN, his/her paraphernal or capital properties shall not be included in the computation of the declarant's net worth.
7. Declarant must provide the information required for all his/her unmarried children below eighteen (18) years of age and living in his/her household, whether legitimate or illegitimate.
8. The SALN shall contain a true and complete declaration of assets, liabilities and net worth, including disclosure of business interests and financial connections of the declarant, his/her spouse and unmarried children below eighteen years of age living in his/her household.
 - 8.1 Assets include those within or outside the Philippines, whether real or personal, whether used in trade or business.
 - 8.2 Assets refer to declarant's real and personal properties, including those of his/her spouse and unmarried children below eighteen (18) years of age living in his/her household.
 - 8.2.1 Where the declarant's spouse has capital or paraphernal properties or where the declarant's unmarried children

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below eighteen (18) years of age living in his/her household have their own properties, the declarant should declare the assets and liabilities of his/her spouse on a separate attached to the SALN Form.

- 8.2.2 Prior to the enactment of the Family Code of the Philippines in 1987 when there is no marriage settlement between the spouses, their property relations are covered by the rules on conjugal partnership of gains.
- 8.2.3 Community property refers to all the properties owned by the spouses at the time of the celebration of the marriage or acquired thereafter, subject to the exceptions provided for by law (Articles 91, Family Code of the Philippines). In the absence of any marriage settlement, the property relations of the spouses shall be governed by the rules on absolute community of property under the Family Code of the Philippines.

The following are excluded from the community property:

- (1) Property acquired during the marriage by gratuitous title by either spouse, and the fruits as well as the income thereof, if any, unless it is expressly provided by the donor, testator or grantor that they shall form part of the community property;
 - (2) Property for personal and exclusive use of either spouse. However, jewelry shall form part of the community property;
 - (3) Property acquired before the marriage by either spouse who has legitimate descendants by a former marriage, and the fruits as well as the income, if any, of such property. (Article 92, Family Code of the Philippines)
- 8.3 In the SALN, real properties shall be broken down according to title indicating the:
- 8.3.1 description i.e. house, house and lot (including real rights over real property i.e. leasehold);
 - 8.3.2 kind
 - a. agricultural;
 - b. residential;
 - c. commercial;

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- d. industrial.
- 8.3.3. exact location stated in the title, or tax declaration;
- 8.3.4. assessed value based on the tax declaration;
- 8.3.5. current fair market value based on the tax declaration;
and
- 8.3.6. year acquired;
- 8.3.7. mode of acquisition
 - a. occupation;
 - b. intellectual creation;
 - c. donation;
 - d. sucesion;
 - e. prescription;
 - f. sale (cash or installment with real estate mortgage);
 - g. barter;
 - h. construction/construction in progress;
 - i. assets held in trust by the declarant as trustee or trustor; and
 - j. others (e.g. dacion en pago and foreclosed mortgage).
- 8.3.8. Acquisition cost of the land, building, etc. and improvements.
- 8.4. Acquisition cost is the amount of money paid and/or thing bartered to acquire or own something. This shall also refer to the amount of expenses incurred for improvements introduced on a real property. For purposes of computing the declarant's net worth, the acquisition cost shall be made the basis thereof.
- 8.5. In the case of properties received gratuitously, e.g. donation or inheritance, no acquisition cost shall be declared. However, the fair market value and the assessed value of said properties as found in the tax declaration thereof must be declared.
- 8.6. In case of properties which are co-owned with other individuals, the declarant shall disclose the proportionate amount of his share in the property.
- 8.7. The SALN shall indicate personal properties which refer to jewelry, appliances, furniture, motor vehicles and other tangible/movable properties. This shall also include investments or others assets, such as cash on hand and in bank, negotiable instrments,

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securities, stocks, bonds, and the like. Insurance policies, pensions and minimal valued properties shall likewise be declared.

- 8.7.1. Personal properties shall be broken down according to description, year acquired, and the acquisition costs of such properties.
 - 8.7.2. Personal properties collectively acquired or are of minimal value may be declared generally or collectively . in which case, the declarant may write/indicate "various years" under the column Year Acquired.
 - 8.7.3. Personal properties, such as cash on hand and in bank, as well as stocks and the like, denominated in foreign currency shall be converted into the corresponding Philippine currency equivalent, at the rate of exchange prevailing as of December 31 of the preceding calendar year.
 - 8.7.4. With regard to properties subject of a contract to sell, the amount already paid shall be declared as personal property.
 - 8.7.5. Properties which are subject of a chattel mortgage shall be declared in SALN Form. The acquisition cost to be declared shall be the actual purchase price, and the liability to be declared shall be the outstanding balance of the loan as of December 31 of the preceding year.
- 8.8. The SALN shall indicate the nature, name of creditor/s and outstanding balance of all current and long-term financial liabilities.
- 8.8.1. Liability refers to financial liability or anything that can result to a transfer or disposal of an asset. It includes not only those incurred by the declarant but also those his/her spouse and unmarried children below eighteen (18) year of age living in his/her household.
 - 8.8.2. The outstanding balance refers to the amount of money that one still owes on the loan as of December 31 of the preceding calendar year.
- 8.9. The SALN shall indicate the net worth which is the sum of all assets (real and personal) less total liabilities.

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- 8.9.1. For purposes of convenience in the computation of net worth, where the declarant's spouse has capital or paraphernal properties or where the declarant's unmarried children below eighteen (18) years of age living in his/her household have their own properties, the declarant should declare the assets and liabilities of his/her spouse on a separate sheet attached to the SALN form.
- 8.9.2. If the spouse of declarant is not a public officer or employee, the latter's paraphernal or capital properties shall not be included in the computation of the declarant's net worth.
- 8.9.3. If the spouse of the declarant is a public officer or employee, but who chose to separately file his/her SALN, his/her paraphernal or capital properties shall not be included in the computation of the declarant's net worth.
 - a. In the case of joint filing, the total assets of the spouse shall include their respective paraphernal or capital properties.
 - b. In case of joint filing, the declarant's total net worth and that of his/her spouse shall be the difference between the total assets (real and personal properties) less the total liabilities.
- 8.9.4. Excluded from the computation of real and personal properties are the properties of unmarried children below 18 years of age living in the declarant's household.
- 8.9.5. In the case of real properties, the acquisition cost shall be used in the computation of net worth.
- 8.9.6. In the case of personal properties, the acquisition cost or amount/value of money shall be used in the computation of the total net worth.
- 8.10. The SALN shall indicate the DBIFC.
 - 8.10.1. The name of entity/business enterprise;
 - 8.10.2. The business address;
 - 8.10.3. Nature of business interest and/or financial connection refers to existing interest or connection in any business enterprise, whether as proprietor, investor, promoter partner, shareholder, officer, managing director,

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Schools Division of Marinduque

Office of the Schools Division Superintendent

- executive, creditor, lawyer, legal consultant or adviser, financial or business consultant, and the like.
- 8.10.4. Business interests refer to declarant's existing interest in any business enterprise or entity, aside from his/her income from government, which shall also include those of his spouse and unmarried children below eighteen (18) years of age living in his/her household.
- 8.10.5. Financial connections refer to declarant's existing connections with any business enterprise or entity, whether as a consultant, adviser and the like, with an expectation of remuneration for services rendered, including those of his/her spouse and unmarried children below eighteen (18) years of age living in his/her household.
- 8.10.6. The date of acquisition of interest or connection.
- 8.11. The SALN shall indicate the IDR
- 8.11.1. name of relative;
 - 8.11.2. relationship;
 - 8.11.3. position in Government; and
 - 8.11.4. name/address of office of the public official or employee's relatives within the fourth degree of consanguinity or affinity.

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Enclosure 5.1. Guide on filling of SALN

Revised as of January 2015
 Per CSC Resolution No. 1500084
 Promulgated on January 23, 2015

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., JHP Road, Bataan Hills, Quezon City
SPOUSE:	Dela Cruz	Janna	M.	POSITION:	Director II
	(Family Name)	(First Name)	(M.I.)	AGENCY/OFFICE:	Civil Service Commission
				OFFICE ADDRESS:	CSC Bldg., JHP Road, Bataan 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)

1. ASSETS

a. Real Properties*

DESCRIPTION (e.g. lot, house and lot, condominium and improvements)	KIND (e.g. residential, commercial, industrial, agricultural and mixed use)	EXACT LOCATION	ASSESSED VALUE	CURRENT FAIR MARKET VALUE	ACQUISITION		ACQUISITION COST
			(as stated in the Tax Declaration of Real Property)	(as stated in the Tax Declaration of Real Property)	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. Kahgayahan, Cavite	P800,000.00	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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●Tel. No.: (042) 754-0427 ●Fax No.: (042) 332-1611



Republic of the Philippines
Department of Education
 Schools Division of Marinduque

Office of the Schools Division Superintendent

2. LIABILITIES*

NATURE	NAME OF CREDITORS	OUTSTANDING BALANCE
Personal debt	Eddie dela Cruz	P800,000.00
Housing Loan	Pag IBIG	P2,500,000.00
Contract to Sell	DMCI	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

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

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.

NAME OF ENTITY/BUSINESS ENTERPRISE	BUSINESS ADDRESS	NATURE OF BUSINESS INTEREST &/OR FINANCIAL CONNECTION	DATE OF ACQUISITION OF INTEREST OR CONNECTION
Sea Travel and Tours	Agapito St., Sampalor, Manila	Owner	2015
N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A

RELATIVES IN THE GOVERNMENT SERVICE

(Within the Fourth Degree of Consanguinity or Affinity. Include also Bias, Balae and Inso)

I/ We do not know of any relative/s in the government service)

NAME OF RELATIVE	RELATIONSHIP	POSITION	NAME OF AGENCY/OFFICE AND ADDRESS
Nadine Lustrre	sister	Attorney V	Department of Education, Quezon City
James Reid	cousin	Property Officer III	Department of Public Works and Highway, Pasig
Anne Curtis	aunt	Health Officer	Municipality of Bukid, Batangas
N/A	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 above- enumerated 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: 03/15/2019

(Signature of Declarant)

Government issued ID: _____
 ID No.: 123456
 Date Issued: 01/02/2018

(Signature of Co-Declarant/Spouse)

Government issued ID: _____
 ID No.: 987654
 Date Issued: 01/05/2018

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

(Person Administering Oath)

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Revised as of 2018
 Per CSC Resolution No. 1500088
 Promulgated on January 23, 2015

SWORN STATEMENT OF ASSETS, LIABILITIES AND NET WORTH
 As of December 31, 2018
 (Additional sheet/s for the declarant)

NAME: Delta Cruz (Family Name) Juan M. (First Name) (M.I.) POSITION: Clerk V AGENCY/OFFICE: Civil Service Commission

ASSETS, LIABILITIES AND NET WORTH

1. ASSETS

a. Real Properties

DESCRIPTION (e.g. lot, house and lot, condominium and leasehold)	KIND (e.g. residential, commercial, industrial, agricultural and mixed use)	EXACT LOCATION	ASSESSED VALUE	CURRENT FAIR MARKET VALUE	ACQUISITION		ACQUISITION COST
			(as found in the Tax Declaration of Real Property)	(as found in the Tax Declaration of Real Property)	YEAR	MODE	
condominium	residential	SM Prima Towers, EDSA, Mandaluyong City	P1,000,000.00	P1,750,000.00	2016	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

Subtotal: **Php 0**

b. Personal Properties

DESCRIPTION	YEAR ACQUIRED	ACQUISITION COST/AMOUNT
Jewelry	2000-present	P 100,000.00
Mitsubishi Montero	2010	P1,200,000.00
Hand gun (Glock)	2012	P 50,000.00
Cash in bank	2000-present	P 800,000.00
Cash on hand	2018	P 200,000.00

Subtotal: **Php 2,350,000.00**

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

2. LIABILITIES

NATURE	NAME OF CREDITORS	OUTSTANDING BALANCE
N/A	N/A	N/A
N/A	N/A	N/A
N/A	N/A	N/A

TOTAL LIABILITIES: **N/A**

BUSINESS INTERESTS AND FINANCIAL CONNECTIONS

NAME OF ENTITY/BUSINESS ENTERPRISE	BUSINESS ADDRESS	NATURE OF BUSINESS INTEREST &/OR FINANCIAL CONNECTION	DATE OF ACQUISITION OF INTEREST OR CONNECTION
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

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STATEMENT OF ASSETS, LIABILITIES AND NET WORTH

As of December 31, 2018
 (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

DESCRIPTION <small>(e.g. lot, house and lot, condominiums and improvements)</small>	KIND <small>(e.g. residential, commercial, industrial, agricultural and mixed use)</small>	EXACT LOCATION	ASSESSED VALUE	CURRENT FAIR MARKET VALUE	ACQUISITION		ACQUISITION COST
			<small>(As Found in the Tax Declaration of Real Property)</small>		YEAR	MODE	
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

b. Personal Properties

DESCRIPTION	YEAR ACQUIRED	ACQUISITION COST/ AMOUNT
N/A	N/A	N/A

2. LIABILITIES

NATURE	NAME OF CREDITORS	OUTSTANDING BALANCE
N/A	N/A	N/A

BUSINESS INTERESTS AND FINANCIAL CONNECTIONS

NAME OF ENTITY/BUSINESS ENTERPRISE	BUSINESS ADDRESS	NATURE OF BUSINESS INTEREST &/OR FINANCIAL CONNECTION	DATE OF ACQUISITION OF INTEREST OR CONNECTION
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

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