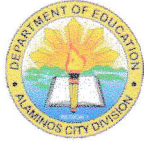
	Republic of the Philippines Department of Education Region I SCHOOLS DIVISION OF ALAMINOS CITY Alaminos City DIVISION MEMORANDUM		Document Code: SDO-ALC-OSDS- SDS- QF-001 Revision: 00 Effectivity Date: 11-16-2018
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Division Memorandum No. 033
 Series 2020

To : OIC, Assistant Schools Division Superintendent
 Chief, Curriculum Implementation Division (CID)
 Chief, School Governance and Operation Division (SGOD)
 Education Program Supervisors, SEPS, Division Personnel
 Public School Heads/Principals/OIC's
 All Others Concerned

Subject: Submission of Statement of Assets, Liabilities and Net worth (SALN), and;
 Personal Data Sheet (CSC Form 212)

From : The Schools Division Superintendent
 Date : January 14, 2020

This is in compliance with the provision of **Article XI Section 17 of the 1987 Constitution** which provides that "*public officer or employee shall, upon assumption of office and as often thereafter as may be required by law, submit a declaration under oath of his assets, liabilities, and net worth,*" (SALN) and **Section 8 of Republic Act No. 6713 on the Code of Conduct and Ethical Standards for Public Officials and Employees** that "*All public officials and employees, except those who serve in an honorary capacity, laborers and casual or temporary workers, shall 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.*" that;

The SALN must be filed:

- a) "within thirty (30) days after assumption of office;
- b) "on or before April 30, of every year thereafter; and
- c) "within thirty (30) days after separation from the service ", and;

CSC Memorandum Circular 11, 2017 dated April 06, 2017 regarding the use of the Revised PDS CSC Form 212, the Civil Service Commission (CSC) directed all government employees to submit their updated Personal Data Sheet (PDS) using the revised form.

In view of the above aforesaid law, you are hereby obliged to submit **one (1) copy of PDS and two (2) copies of SALN** using the latest revised form that can be downloaded, and submit to the Records Office **on or before February 28, 2020** for consolidation and submission to concern agencies.

School heads are authorized and responsible in their respective schools to collect the PDS and SALN of their teaching and non-teaching personnel for submission at the Division Office.

For information, cooperation and compliance.


LORNA G. BUGAYONG, Ph.D., CESO VI
Schools Division Superintendent