
	Republic of the Philippines Department of Education Region I SCHOOLS DIVISION OFFICE OF ALAMINOS CITY Poblacion, Alaminos City, Pangasinan		Document Code: SDO-AC-OSDS-PER-QF-001 Revision: 00 Effectivity date: 11-16-2018
	DIVISION MEMORANDUM		

Division Memorandum No.: 042
 Series 2020

To: OIC, Assistant Schools Division Superintendent
 Chief, Curriculum Implementation Division (CID)
 Chief, School Governance and Operation Division (SGOD)
 Education Program Supervisor, SEPS, Division Personnel
 Public School Heads/Principals/OICs
 All Other Concerns

Subject: Addendum to Division Memorandum No. 033, series 2020 re: Submission of Assets, Liabilities and Net Worth (SALN), and Personal Data Sheet (CSC Form 212)

From: The Schools Division Superintendent

Date: January 17, 2020

1. Addendum to Division Memorandum No. 033, Series 2020, you are hereby advised to submit hard and electronic copies of SALN using the PDF format and individually saved per declarant, in compact discs (CD) or flash drive, using the sample below.

The File Name of the soft copy must be the same as the document title.

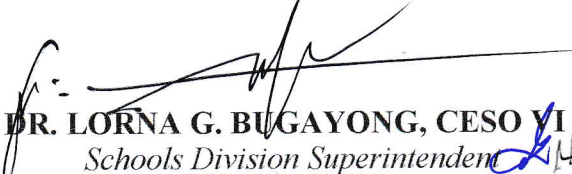
Example:

<i>Document</i>	<i>File Name</i>
SALN of Employee A	SALN of Employee A.pdf

2. Use the sample template below for transmittal in excel format.

NO.	NAME OF EMPLOYEES			TIN Number	Position	Net Worth (Php)
	Last Name	First Name	Middle Name			

3. The compliance of all concerned is highly enjoined.


DR. LORNA G. BUGAYONG, CESO VI
 Schools Division Superintendent

1-21-2020