



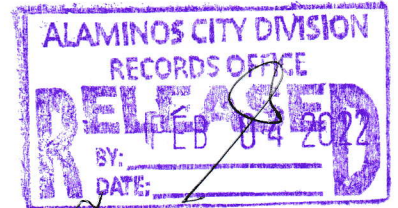
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Republic of the Philippines
Department of Education
REGION I

SCHOOLS DIVISION OFFICE OF ALAMINOS CITY

Office of the Schools Division Superintendent

DIVISION MEMORANDUM
DM-2022-034



Personnel Admin I
Admin II
Cash & Property
SMM
HRD
ICT
Planning
LR
AHS
DRRM
Accounting I
Accounting II
Budget
Medical
Dental
Nurse

TO : Assistant Schools Division Superintendent
Chief, Curriculum Implementation Division (CID)
Chief, School Governance and Operation Division (SGOD)
Education Program Supervisors, SEPS, Division Personnel
Elementary and Secondary School Heads/Principals/OIC's
All Teaching and Non-Teaching Personnel
All Others Concerned

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

FROM : Office of the Schools Division Superintendent

DATE : February 3, 2022

1. This office reminds all concerned on 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:

1. "within thirty (30) days after assumption of office;
2. "on or before April 30, of every year thereafter; and
3. "within thirty (30) days after separation from the service"

2. In view of the above aforesaid law, you are hereby obliged to submit two (2) copies using the latest revised form of **SALN and one (1) copy of PDS** that can be downloaded, and submit to the Records Unit **on or before March 18, 2022** for consolidation and submission to concern agencies.
3. School heads are authorized and responsible in their respective schools to collect the SALN & PDS of their teaching and non-teaching personnel for submission at the Division Office.
4. For your information, guidance, wide dissemination and strict compliance.

Cash & Property - [Signature]

[Signature]
LORNA G. BUGAYONG PhD, CESO V
Schools Division Superintendent