



Republic of the Philippines
Department of Education

Region I

SCHOOLS DIVISION OFFICE OF ALAMINOS CITY

Office of the Schools Division Superintendent

**Division Memorandum
DM-2023-030**

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

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

From : The Schools Division Superintendent

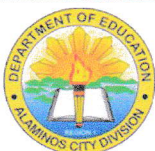
Date : January 17, 2023

1. Pursuant to 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
2. In view of the above aforesaid law, all permanent employees of this Division are obliged to submit notarized SALN as of December 31, 2022 in two (2) copies using the latest revised form (Revised as of January 2015) and one (1) copy of updated PDS (CS Form No. 212, Revised 2017) at the Personnel Unit on or before **February 28, 2023**.
 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.

With hundred reasons to serve!



Address: San Jose Drive, Poblacion, Alaminos City, Pangasinan
Telephone Number: (075) 205 - 0644





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4. All concerned personnel are requested to upload scanned copy of their notarized SALN through this google link <https://bit.ly/SDOAC-SALN-as-of-Dec-31-2022> for consolidation and submission to concern agencies.
5. For information, guidance, wide dissemination and compliance.

VIVIAN LUZ S. PAGATPATAN, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge *fs*
Office of the Schools Division Superintendent

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