



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF OZAMIZ CITY

January 2, 2024

DIVISIONAL MEMORANDUM

No. 001, s. 2024

ANNUAL SUBMISSION OF SWORN STATEMENT OF ASSETS, LIABILITIES AND NET WORTH (SALN) AND PERSONAL DATA SHEET (PDS)

TO : Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Public Elementary and Secondary School Heads
Division Personnel
This Division

1. Section 8 (Statement and Disclosure of Republic Act No. 6713 provides that “Public officials and employees have an obligation to accomplish and submit declarations under oath of, and the public has the right to know, their assets, liabilities, net worth and financial and business interests including those of their spouses and of unmarried children under eighteen (18) years of age living in their households.”
2. In view hereof, this Office requires all teaching and non-teaching personnel to submit the updated (as of December 31, 2023) **Sworn Statement of Assets, Liabilities and Net Worth (SALN – revised 2015)** and one (1) original **Personal Data Sheet (PDS Revised 2017)**, duly signed by notary public, on or before January 22, 2024.
3. The SALN must be submitted in 3 original copies placed in 3 separate folders. School Heads must accomplish in 3 copies the attached **SALN Form 2** placed in one of the folder of SALN.
4. Wide dissemination and immediate compliance of this Memorandum is desired.

NIMFA R. LAGO, PhD., CESO VI

Assistant Schools Division Superintendent
OIC – Office of the Schools Division Superintendent

P.P.

DIONESIO L. LIWAGON, JR., CESE

OIC – Assistant Schools Division Superintendent

Encl: As stated
To be indicated in the Perpetual Index
Under the following subjects:
Policy Rules and Regulations
SALN PDS

OSDS/DJBY



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