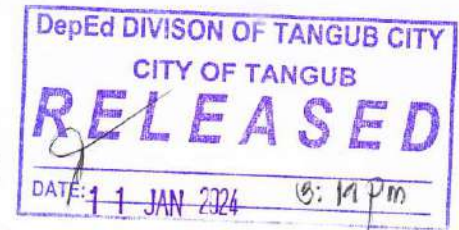




Republic of the Philippines  
**Department of Education**  
 Region X  
**SCHOOLS DIVISION OF TANGUB CITY**



January 10, 2024

**DIVISION MEMORANDUM**  
 No. 20, s. 2024

**ANNUAL SUBMISSION OF ELECTRONIC AND HARD COPIES OF THE SWORN STATEMENT OF ASSETS, LIABELITIES AND NET WORTH (SALN) AND PERSONAL DATA SHEET (PDS) FOR CY 2023**

To: Assistant Schools Division Superintendent  
 Chief Education Supervisors (CID and SGOD)  
 Elementary and Secondary School Heads  
 All Others Concerned  
 This Division

1. In compliance with Section 8 of Republic Act No. 6713, known as the “Code of Conduct and Ethical Standards for Public Officials and Employees,” 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 *five (5) copies* of their updated **Sworn Statement of Assets, Liabilities and Net Worth (SALN-Revised 2015)** and *three (3) copies* of **Personal Data Sheet (PDS Revised 2017)** on or before **January 26, 2024** to facilitate the timely checking and reviewing.
3. The electronic copies of the SALNs and PDSs must be in PDF format and individually saved per declarant using the file name described:

DOCUMENT	FILE NAME FORMAT:
	LAST NAME, FIRST NAME, MIDDLE INITIAL
SALN	SALN_DELA CRUZ, JUAN T.
PDS	PDS_DELA CRUZ, JUAN T.

Whereas the SALN Summary List of Filers per School must be in excel format. The said electronic copies must be uploaded on this link: [https://bit.ly/TANGUB\\_PDS\\_SALN2023](https://bit.ly/TANGUB_PDS_SALN2023) on or before **January 31, 2024**.



Address: Anecito Siete St. Mantic, Tangub City  
 Telephone: (088) 530 - 5988



Republic of the Philippines  
**Department of Education**  
Region X  
**SCHOOLS DIVISION OF TANGUB CITY**

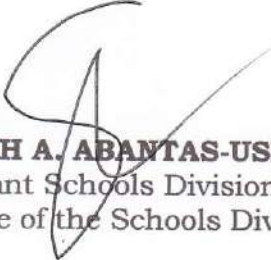
4. Failure of an official or employee to correct/submit SALN in accordance with the procedures and within the periods specified herein is classified as a less grave offense and, pursuant to Section (D)(8) Rule of the 2017 Rules on Administrative Cases in the Civil Service, is punishable as follows:

**First Offense** – Suspension of one (1) month and one (1) day to six (6) months.

**Second Offense** – Dismissal from the service.

5. Employees who submit beyond the deadline specified herein or who fail to comply within the period specified in the compliance order shall be considered as not having filed their SALN shall be made liable for the same sanctions provided above.

6. Immediate dissemination of and compliance with this Memorandum is directed.

  
**SHAMBAEH A. ABANTAS-USMAN, PhD, CESO VI**  
Assistant Schools Division Superintendent  
OIC- Office of the Schools Division Superintendent

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

OSDS/EAB



Address: Anecito Siete St. Mantic, Tangub City  
Telephone: (088) 530 - 5988