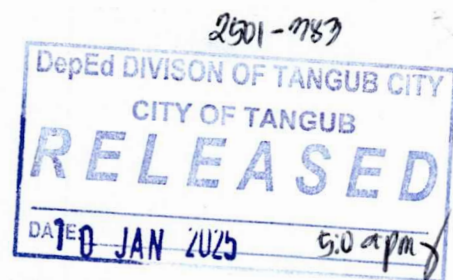




Republic of the Philippines
Department of Education
 Region X
SCHOOLS DIVISION OF TANGUB CITY



January 7, 2025

DIVISION MEMORANDUM
 No. 001, s. 2025

ANNUAL SUBMISSION OF ELECTRONIC AND HARD COPIES OF THE SWORN STATEMENT OF ASSETS, LIABILITIES AND NET WORTH (SALN) FOR CY 2024, COMMUNITY TAX CERTIFICATE AND PERSONAL DATA SHEET (PDS) CY 2025

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 their notarized updated Sworn Statement of Assets, Liabilities and Net Worth (SALN-Revised 2015), Personal Data Sheet (PDS Revised 2017), and Community Tax Certificate on or before **January 27, 2025** 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.
CEDULA	CTC_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_SALN2024_PDS on or before **January 31, 2025**.



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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. Attached herewith the sample SALN form (Revised 2015) and PDS (Revised 2017) any forms different from the authorized documents will be returned. Must be printed in both sides (front and back) using legal size paper (**long coupon bond- 8" x 13**).

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


SHAMBAEH A. ABANTAB USMAN, PhD, CESO VI
Schools Division Superintendent

Encl: As stated
Reference: None
To be indicated in the Perpetual Index
under the following subjects:
SALN PDS CTC

SAU/EAB ANNUAL SUBMISSION OF ELECTRONIC AND HARD COPIES OF THE SWORN STATEMENT OF ASSETS, LIABILITIES AND NET WORTH (SALN) FOR CY 2024, COMMUNITY TAX CERTIFICATE AND PERSONAL DATA SHEET (PDS) CY 2025
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