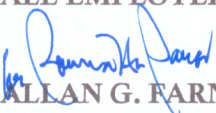




DIVISION MEMORANDUM

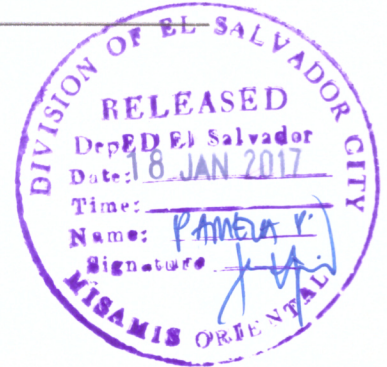
No. 020, s. 2017

To: ALL EMPLOYEES

From: 
ALLAN G. FARNAZO, CESO IV
Regional Director IV, Concurrent SDS

Subject: Submission of Sworn Statement of Assets, Liabilities and Net Worth (SALN) as of December 31, 2016

Date: January 18, 2017



1. All employees of this division are hereby requested to submit to this office their duly accomplished Sworn Statement of Assets, Liabilities and Net Worth (SALN) forms not later than **March 15, 2017**.
2. Each employee must accomplish three (3) SALN forms. Attached are the following forms for submission on or before the abovementioned date:
 - i. SALN form - prescribed to be used by all personnel. If an employee needs to use Additional Sheet/s, kindly follow the enclosed form for Additional Sheet/s.
 - ii. Template for Summary of List of Filers – School head shall consolidate data provided in the SALN of the personnel under their supervision and submit the Summary of List of Filers (both hard and soft copies) from their station; Soft copy must be emailed to depedelsalvador.hrmo@gmail.com within the deadline prescribed.
3. Soft copy of the SALN Form and the Guide in Filling out of the SALN Form shall be sent to the registered DepEd email ad of all employees, while the template for Summary of List of Filers shall be sent to the DepED email ad of school heads c/o the Human Resource Management Office.
4. Please be reminded that the offense of failure to file SALN is punishable with the following penalties:
 - 1st offense - Suspension for one (1) month and one (1) day to six (6) months
 - 2nd offense- Dismissal from the service
5. For information, guidance and strict compliance.