



Republic of the Philippines  
Department of Education  
Region X  
**DIVISION OF EL SALVADOR CITY**



Zone 3, Poblacion, El Salvador City  
Telefax No: (088) 555-0475 | Email Address: elsalvador.city@deped.gov.ph | Website: depedelsalvadorcity.net

**DIVISION MEMORANDUM**

No. 012, s. 2019

To: **PUBLIC ELEMENTARY SCHOOL HEADS  
PUBLIC SECONDARY SCHOOL HEADS  
DIVISION OFFICE PERSONNEL**

From: **JESNAR DEMIS S. TORRES, Ph.D., CESE**  
OIC-Schools Division Superintendent

Subject: Annual Filing for Community Tax Certificate and Submission of Updated Personal Data Sheet (PDS) and Sworn Statement of Assets, Liabilities and Net Worth (SALN)

Date: January 8, 2019

- The field is hereby informed on the annual filing for Community Tax Certificate and submission of Updated Personal Data Sheet (PDS) and Sworn Statement of Assets, Liabilities and Net Worth (SALN) as of December 31, 2018. Below is the deadline set for the submission of the aforementioned documents.

DOCUMENT	DEADLINE	CERTIFYING OFFICER	FOR SUBMISSION	CONSEQUENCE (if not complied)
Community Tax Certificate	January 15, 2019	N/A	Consolidated Report of CTC Number (by school/unit)	Employee's BIR Form 2316 (ITR) forwarded to BIR has deficiency as to details required in the form
SALN as of December 31, 2018	January 25, 2019	Schools Division Superintendent (SDS); For those who will file for Fidelity Bond-Notary Public	3 Original SALN 1 <sup>st</sup> copy- Office of the Ombudsman 2 <sup>nd</sup> copy- 201 File/Records 3 <sup>rd</sup> copy- return to employee	1 <sup>st</sup> Offense- Suspension for one (1) month and one (1) day to six (6) months 2 <sup>nd</sup> Offense- Dismissal from the Service

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- O OSDS/ADMIN/ama



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DOCUMENT	DEADLINE	CERTIFYING OFFICER	FOR SUBMISSION	CONSEQUENCE (if not complied)
Updated PDS (CS Form 212, Revised 2017)	January 25, 2019	Personnel Officer	3 copies 1 <sup>st</sup> copy- Civil Service Commission 2 <sup>nd</sup> copy- 201 File/Records 3 <sup>rd</sup> copy- return to employee	Outdated PDS/ 201 File Records; <i>Note: Any communication from the Division will be sent to the contact details provided in the latest PDS received by the Division</i>

- Soft copy of the PDS and SALN, including the guide in filling out the aforementioned forms, may be downloaded from the Division Website under Downloadable Forms. This is to ensure that the form used across the Division is uniform and correctly filled out by all the employees.
- Any clarification may be addressed to the Admin-Personnel Office thru this email address: [depedelsalvador.hrmol8@gmail.com](mailto:depedelsalvador.hrmol8@gmail.com) or thru this mobile number: 0956 654 1822.
- For information, guidance and compliance.

Copies Furnished:  
Person Concerned  
Records Section- Memo

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