



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

07 Jan 2020

DIVISION MEMORANDUM
 No. 004, s. 2020

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

To: **Asst. Schools Division Superintendent**
Chief CID, SGOD
PSDS, Education Program Supervisors
Section Heads
All Public Elementary & Secondary School Heads
All Others Concerned
 This Division

1. 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, 2019. 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, 2020	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, 2019	January 17, 2020	Schools Division Superintendent (SDS); For those who will file for Fidelity Bond- Notary Public	3 Original SALN 1 st copy- Office of the Ombudsman 2 nd copy- 201 File/Records 3 rd copy- return to employee	1 st Offense- Suspension for one (1) month and one (1) day to six (6) months 2 nd Offense- Dismissal from the Service



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



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Updated PDS Form 212, Revised 2017)	January 20, 2019	Personnel Officer	2 copies 1 st copy- Civil Service Commission 2 nd copy- return to employee	Outdated PDS/ 201 File Records; 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>
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- 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.
- Received documents shall be reviewed before approval. Any document not found to be in order shall be returned immediately, without action. Below are the authorized signatories for the following documents:

DOCUMENT	INITIAL (review)	FULL SIGNATURE (approval)
SALN	Jeffrey M. Martinez	Olga C. Alonsabe
PDS	Rosa Maria M. Rebusto	Anna Mae M. Atillo

- Any clarification may be addressed to the Admin-Personnel Office thru this email address: depedelsalvador.hrmo@gmail.com or thru this mobile number: 0956 654 1822.
- For information, guidance and compliance.

OLGA C. ALONSABE, PhD., CESE
Asst. Schools Division Superintendent
OIC-Office of the Schools Division Superintendent

To be indicated in the Perpetual Index
Under the following subjects:

MEMO-SUBMISISON PERSONNEL

OSDS/AMA



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