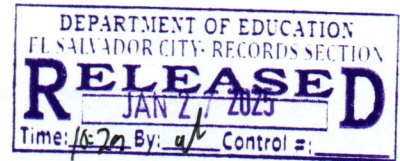




Republic of the Philippines  
Department of Education  
REGION X - NORTHERN MINDANAO  
SCHOOLS DIVISION OF EL SALVADOR CITY



24 Jan 2025

DIVISION MEMORANDUM  
No. 024, s. 2025

**SUBMISSION OF STATEMENT OF UPDATED PERSONAL DATA SHEET (PDS)  
AND ASSETS, LIABILITIES AND NET WORTH (SALN)  
AS OF DECEMBER 31, 2024**

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

1. This is to remind all employees on the submission of the following documents and their corresponding deadlines:

Document	Deadline
Statement of Assets, Liabilities and Net Worth (SALN) <b>as of December 31, 2024</b>	February 29, 2025
Updated CS Form No. 212 (Revised 2017), otherwise known as Personal Data Sheet (PDS)	March 29, 2025

2. All employees are reminded that the submission of a SALN is required by law under Article XI Section 17 of the 1987 Constitution and Section 8 of republic Act No. 6713, the "Code of Conduct and Ethical Standards for Public Officials and Employees." Failure to file the SALN warrants the suspension of one to six months for the first offense, and dismissal from the service for the second offense.
3. Further, all are informed that the Civil Service Commission (CSC) requires the submission of a separate **Work Experience Sheet**, where employees shall indicate their actual duties for each position declared in the PDS under the Work Experience field. These shall be used by the Commission in evaluating appointments issued, particularly in checking whether the appointee's qualifications meet the requirements of the vacant position being filled.
4. Soft copy of the SALN and PDS forms, including the guide in filling out the form, may be downloaded from the Division Website (<https://depedelsalvadorcity.net/>) under Downloadable Forms. This is to

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Address: Zone 3, Poblacion, El Salvador City  
Telephone No: (088) 882 6326  
Website: [www.depedelsalvadorcity.net](http://www.depedelsalvadorcity.net)  
Email Address: [elsalvador.city@deped.gov.ph](mailto:elsalvador.city@deped.gov.ph)

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SCHOOLS DIVISION OF EL SALVADOR CITY


ensure that the form used across the Division is uniform and correctly filled out by all the employees. Each employee must prepare 2 sets of SALN and PDS, all originally signed, distribution to wit:

SET	DISTRIBUTION
1	Employee/School
2	For submission to the Division Office (1 set to be forwarded to the Civil Service Commission)

- Further, schools shall include a summary list of submitted SALNs (in alphabetical order) to the Division for reference. A soft copy of the sample will be sent to the respective schools' emails. Sample is enclosed in this Memorandum.
- An orientation on the how to accomplish the SALN and PDS shall be conducted on February 4, 2024, 9:00 AM, Diamond Buidling, Divison Office. Due to limited space, only **one (1) participant** from every school will attend the orientation. Participants are advised to secure their Locator Slips to attend the said activity. Division Office personnel may join the said orientation. Please bring pens and notebook for this activity. Please see attached list for the expected number of attendees per school and per office. Below are the speakers for the said reorientation:

TOPIC	Speaker
CS Form No. 212 (Revised 2017), otherwise known as Personal Data Sheet (PDS) (Morning Session)	Ricca Stephanie E. Oco Administrative Assistant III
Statement of Assets, Liabilities and Net Worth (SALN) (Afternoon Session)	Remy Jane M. Markinez Administrative Assistant III

- All are reminded that this Office adheres to Equal Opportunity Principle (EOP) in reviewing the SALN, with no discrimination on the account of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.
- For information, guidance and strict compliance.

  
**RANDOLPH B. TORTOLA** fml  
Schools Division Superintendent

To be indicated in the Perpetual Index  
Under the following subjects:  
EMPLOYEES    FORM                    POLICY                    PROCEDURE

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Enclosure \_\_\_\_\_ to Division Memorandum No. \_\_\_\_\_, s. 2025

**SAMPLE FORMAT ON THE SUMMARY LIST OF FILERS FOR SALN**

DEPARTMENT OF EDUCATION - DIVISION OF EL SALVADOR CITY

Summary List of Filers

(STATION / SCHOOL)

Statement of Assets, Liabilities and Network

Calendar Year 2025 (As of December 31, 2024)

No.	NAME OF EMPLOYEE (in ALPHABETICAL Order)			TIN	POSITION	NET WORTH	If spouse is with government service, PLEASE INDICATE NAME OF SPOUSE/ EMPLOYER/ ADDRESS, otherwise put N/A	Please indicate <b>Joint Filing</b> or <b>Separate Filing</b> (if spouse is with government service), otherwise put <b>N/A</b>
	Last Name	First Name	Middle Name					
1	ALAWI	DONNA ROSS	GUERRERO	000-000-000-000	TEACHER I	150,000.00	ALAWI, JUSTIN L/ DEPED EL SALVADOR/ EL SALVADOR CITY	JOINT FILING
2	DELA CRUZ	JUANCHO	LUNA	000-000-000-000	MASTER TEACHER I	400,000.00	N/A	N/A
3	ONG	OLIVER	VASQUEZ	000-000-000-000	TEACHER III	250,000.00	ONG, NIANA M/ DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS (DPWH)/ EL SALVADOR CITY	SEPARATE FILING

Total Number of Filers:

Prepared by:

Noted by:

Person in-charge of SALN

Head of Station

Position:  
Email Address:  
Contact No.:

Position:  
Mailing Address:  
Contact No.:

Date :

Date :

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