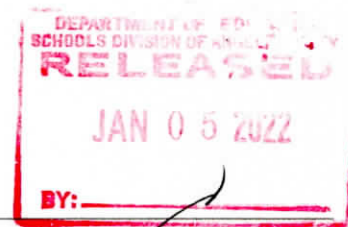




Republic of the Philippines  
**Department of Education**  
Region III  
Schools Division of Angeles City



January 05, 2022

**DIVISION MEMORANDUM**  
No. AA 6, s. 2022

**SUBMISSION OF SWORN STATEMENT OF ASSETS, LIABILITIES AND NET WORTH  
AS OF DECEMBER 31, 2021, UPDATED PERSONAL DATA SHEET  
AND PHOTOCOPY OF TEACHER'S LICENSE**

To : All School Principals and Heads of Public Elementary and  
Secondary Schools  
All Teaching and Non-Teaching Personnel  
All Division Personnel  
All Others Concerned

1. One of the good governance conditions that need to be complied with is the submission and filing of the Sworn Statement of Assets, Liabilities and Net Worth (SALN) of Officials and Employees which is in accordance with RA 6713, otherwise known as Code of Conduct and Ethical Standards for Public Officials and Employees, which states that SALN must be filed to the prescribed repository office (Ombudsman Office for DepEd Division Offices):
  - a. within thirty (30) days after assumption of the office;
  - b. on or before April 30 of every year thereafter; and
  - c. within thirty (30) days after separation from the service.
2. Failure to comply of an official to submit his/her SALN in accordance with the procedure and within the given period shall be a ground for disciplinary action. The offense of failure to file SALN is punishable with the following penalties:
  - a. 1<sup>st</sup> offense- suspension for one (1) month and one (1) day to six (6) months
  - b. 2<sup>nd</sup> offense- dismissal from the service
3. In view herein, all are enjoined to submit to this Office the following not later than **January 31, 2022 (Monday)**:
  - a. Statement of Assets, Liabilities and Net Worth **three original (3) copies**;
  - b. Updated Personal Data Sheet one original (1) copy;
  - c. Photocopy of license one (1) copy (for teachers only).



Address: Jesus Street, Pulungbulu, Angeles City  
Telephone No. (045) 322-4104  
Email Address: angeles.city@deped.gov.ph





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4. Submission of SALN shall also take effect for all those who retired and resigned last School Year and to the newly-hired employees with permanent items.
5. A re-orientation on the proper accomplishment of SALN and PDS will be conducted on January 11, 2022 at 9:00 a.m. via Google Meet. Attendees shall be the school-based Administrative Officer II.
6. For information, wide dissemination and strict compliance.

**MA. IRELYN P. TAMAYO PhD, CESE**  
Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent

Control No. 006



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