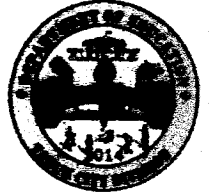




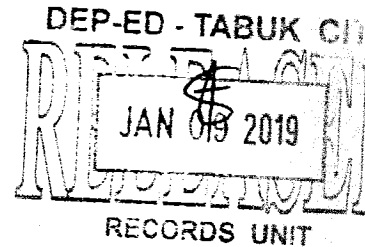
Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF TABUK CITY
City Hall Compound, Dagupan, Tabuk City




DIVISION MEMORANDUM:

No: OG s. 2019

TO: All Public Elementary and Secondary School Heads,
Division Personnel
Senior High School Implementers
All other concerned



FROM: 
BENEDICTA B. GAMATERO
Schools Division Superintendent

DATE: January 8, 2019

SUBJECT: **Deadline for Submission of Revised Statement of Assets, Liabilities and Net Worth (SALN) Form and Additional Requirements Under Republic Act No. 6713**

1. Pending the full implementation of the electronic Statement of Assets, Liabilities and Net Worth (e-SALN) program, all teaching and non-teaching personnel of the DepEd Division of Tabuk City are mandated to submit their 2018 SALN. All employees are required to declare true and correct declarations of assets, liabilities, net worth, nosiness interest and financial connections including those of the spouse and unmarried below 18 years of age living in their parent's household. It shall also contain a disclosure of the declarant's relatives within the fourth degree of consanguinity and affinity who are in the government's service.
2. Relative to this, the submission of the required SALN as of December 31, 2018 shall be on or before February 15, 2019 and **with electronic copy** of the SALNs must be in PDF Format and individually saved per declarant in Universal Serial Bus (USB) flash drive.
3. Attached is the sample format of Revised SALN as of January 2015 and the electronic copy file name must be the same as the document title.

<i>Document</i>	<i>File Name</i>
SALN of Employee A	SALN of Employee A.pdf

4. For the information and guidance of all concerned.