



Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Tabuk City



February 10, 2023

DIVISION MEMORANDUM
No. 103, s. 2023

**ADDENDUM TO DM 07,s.2023 (SUBMISSION OF STATEMENT OF
ASSETS, LIABILITIES AND NET WORTH-SALN)**

TO: All employees of SDO Tabuk City

1. In addition to Division Memorandum No. 07, s.2023, the following guidelines are to be strictly followed:
 - a. All AOIIs of each respective school are directed to ensure completion of SALNs in accordance with the prescribed form;
 - b. After the completion of the SALNs, the AOIIs shall collect the SALNs (6 copies) and file it in a long, white folder, with the nametag of the school;
 - c. The folders of each schools shall then be submitted to the office of the Administrative Officer V, Division Office;
 - d. The Review Compliance Committee (RCC) shall then review the SALNs to ensure substantial compliance with the prescribed forms; *and content;*
 - e. After the checking of SALNs by the RCC, the AOIIs may retrieve the SALNs and cause the notarization/subscription of the SALNs in accordance with DepEd RM No. 177 s. 2023;
 - f. After due notarization/subscription, the following shall be submitted to the office of the Administrative Officer V, Division Office:
 - The individual scanned copies of the SALNs in PDF Form, with the file name composing of the Last name, first name, middle initial.
example: Delacruz Juan G
 - Two (2) hard copies of the notarized/subscribed SALNs;
2. All other provisions of the memorandum shall remain in place.
3. For your guidance, information and strict compliance.

IR
IRENE S. ANGWAY PhD, CESO VI
Schools Division Superintendent
Office of the Schools Division Superintendent



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