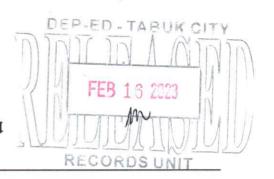


Republic of the Philippines

Department of Education

Cordillera Administrative Region
Schools Division of Tabuk City



February 10, 2023

DIVISION MEMORANDUM No. __(のわ___, 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:
 - 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; www.
 - 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.

IRENE S. ANGWAY PhD, CESO VI

Schools Division Superintendent
Office of the Schools Division Superintendent

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