



Republic of the Philippines  
Department of Education  
Region VIII  
SCHOOLS DIVISION OF TACLOBAN CITY

February 6, 2025

**DIVISION MEMORANDUM**

No. 26, s. 2025

**ANNUAL SUBMISSION OF SWORN STATEMENT OF ASSETS, LIABILITIES, AND  
NET WORTH (SALN) AND PERSONAL DATA SHEET (PDS)**

TO : Assistant Schools Division Superintendent  
Chief Education Supervisors, CID and SGOD  
Public Elementary and Secondary School Heads  
Teaching and Non-Teaching Personnel  
This Division

1. Section 8-A (Statement of Assets and Liabilities and Financial Disclosure) of Republic Act No. 6713 provides that "all public officials and employees, except those who serve in an honorary capacity, laborers and casual or temporary workers, shall file under oath their Statement of Assets, Liabilities and Net Worth and Disclosure of Business Interests and Financial Connections and those of their spouses and unmarried children under eighteen (18) years of age living in their households.
2. In the interest of the service and in view of the abovementioned legal mandate, this Office requires all teaching and non-teaching personnel to submit to the Personnel unit **(2) original copies of an updated (as of December 31, 2024) Sworn Statement of Assets, Liabilities and Net Worth and one (1) original copy of Personal Data Sheet ( CS Form No. 212, Revised 2017)**, duly signed by a notary public, **on or before 5:00 pm of February 28, 2025.**
3. In connection thereto, please be guided on the following instructions in the preparation and submission of SALN and other documentary requirements.
  - 3.1 Hard copies shall be filed and submitted in two (2) folders intended for the Office of the Ombudsman and this division the **accomplished and notarized SALN Form, Transmittal Letter, duly signed Summary of List of Filers and duly signed SALN Certification.**
  - 3.2 Signed SALNs shall be individually scanned and saved on PDF Format per declarant with their file name: *CRUZ, JUAN B.pdf*.
  - 3.3 Each school shall create their folder with file name **SALN\_2024\_SCHOOLNAME** and upload the scanned copy per declarant to [hmosdotac@deped.gov.ph](mailto:hmosdotac@deped.gov.ph). For division office proper submission will be per functional division.
4. All School heads with the assistance of all Administrative Officers are advised to check the veracity and completeness of the encoded data.
5. Immediate dissemination of and strict compliance with this Memorandum are desired.

*Sherlita A. Palma*  
**SHERLITA A. PALMA EdD, CESO VI**  
OIC-Schools Division Superintendent

