



DepEd – DIVISION OF QUEZON

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Registration Number:
QAC/R63/0216

Date: January 16, 2020

DIVISION MEMORANDUM

DM No. 027, s. 2020

FILING OF STATEMENT OF ASSETS, LIABILITIES, AND NET WORTH (SALN)

To: All PSDS, Coordinating Principals, Elementary School Heads, Secondary School Heads
OICs/TIC and This Office

This refers to the submission of Statement of Assets, Liabilities, and Net Worth (SALN), the following should be observed:


1. Fill up the SALN form honestly, completely, and neatly. Avoid erasures.
2. Completed forms must be checked by the Compliance Committee in your respective school district. The District Supervisor are **obliged** to check the veracity and completeness of the said document.
3. Submitted SALN to the Division Office is deemed truthful and accurate.
4. Submission of SALN to the Division Office should be on or before **March 30, 2020**.
5. Electronic copies shall be accompanied by a certification by the head of agency/office concerned that the SALNs submitted electronically are faithful reproductions of the original copies (see attached MC).
6. Format of individual SALNs must be in PDF and saved in a compact discs (CD), per school for the secondary and per district for elementary.
7. File name should be:

Document	File Name
Name of Section (for Division Office) *to be consolidated to the Administrative Office	SALNs of Employee.pdf
Name of District/School	

For information and guidance of all concerned, immediate dissemination of this Memorandum is hereby desired.

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DEPED - QUEZON
ICT UNIT
UPLOADED
Date/Time: **JAN 23 2020**
By: Enid 5:11PM
Ref. no. dm027


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Schools Division Superintendent 

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