



DepEd – DIVISION OF QUEZON

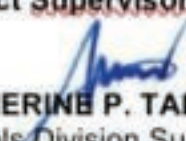
Silo Fort, Brgy. Talpan, Pagbilao, Quezon
Trunkline #: (042) 784-0306, (042) 784-0164, (042) 784-0391, (042) 784-0321
www.depedquezon.com.ph
"Creating Possibilities, Inspiring Innovations"



Registration Number
QAC/R63/0216

UNNUMBERED MEMORANDUM

TO: Assistant Schools Division Superintendent, Section Heads, Public Schools District Supervisors, and All Others Concerned

FROM:  CATHERINE P. TALAVERA, CESO V
Schools Division Superintendent

SUBJECT: Addendum to Division Memorandum No. 027, s. 2020 re: FILING OF STATEMENT OF ASSETS, LIABILITIES, AND NET WORTH (SALN)

DATE : June 8, 2020

This refers to Ombudsman Memorandum Circular No. 2 regarding submission of the **hard copies and electronic copies** of SALN, employees are hereby required to submit **not later than June 15, 2020** to the **Records Section** DepEd Division of Quezon with the following guidelines:

1. The SALN form shall be accomplished at least in triplicate.
2. Electronic copies format of individual SALNs **must be in PDF** and saved in a compact discs (CD) per section/office.
3. File name should be:

Document	File Name
Name of Section (for Division Office)	SALNs of Employee.pdf

4. Failure to file SALN shall be ground for disciplinary action.

For strict compliance and immediate dissemination of this Memorandum is hereby desired.

adgamt06/08/2020

DEPEDQUEZON-TM-SDS-04-010-002

Email address: quezon@deped.gov.ph

Comments: Txt HELEN – 09178902327 (Smart/Sun/TalknTxt) 2327 (Globe and TM)

