



Republic of the Philippines
Department of Education

Region XII
City Schools Division of Tacurong

February 1, 2023

DIVISION MEMORANDUM

OSDS No. 25 s. 2023

**SUBMISSION OF 2022 STATEMENT OF ASSETS, LIABILITIES AND NETWORTH (SALN)
AND UPDATED PERSONAL DATA SHEET (PDS)**

To: Assistant Schools Division Superintendent
Division Chiefs
Cluster Heads
Public Elementary and Secondary School Heads
Division Office Personnel
Teaching and Non-Teaching Personnel

1. Rule VII of Republic Act No. 6713 requires every official and employee, except those who serve in an official honorary capacity, without service credit or pay, temporary laborers and casual or temporary and contractual workers, shall file under oath their Statements of Assets, Liabilities and Networth and disclosure of business interest and financial connections including those of their spouses and unmarried children under eighteen (18) years of age living in their households.
2. Also, to comply with the requirements of PRIME-HRM of the Civil Service Commission, all government employees are enjoined to submit updated Personal Data Sheet every year.
3. Hence, all concerned are reminded to submit the pertinent documents to the Administrative Section on or before February 28, 2023.

- a. 2 copies duly accomplished and notarized Statement of Assets, Liabilities and Networth for CY 2022

1 copy - for the Office of the Ombudsman
1 copy - for the Division Office

- b. 2 copies duly accomplished and notarized Personal Data Sheet (PDS) – updated

1 copy - for the Civil Service Commission
1 copy - for the Division Office

For School employees:

- * Each personnel shall prepare additional 2 copies of SALN and PDS for:

1 copy - for the School
1 copy - personal copy

4. It is advised that a Review Committee shall be created in your respective cluster/school to ensure that all the data/information needed are supplied completely and correctly and to





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require those who did not file/submit their SALN & PDS to comply before submitting to this Office. A Division Review Committee shall be created in the Division Office to review the SALN before submitting to the Office of the Ombudsman.

5. Please be reminded that the SALN is one of the requirements for availing the Performance-Based Bonus for the succeeding year. Also, offense of **failure to file SALN** is punishable under Section 46 (D)(8) of Rule X of the 2017 Rules on Administrative Cases in the Civil Service, with the following penalties:

- | | | |
|-----------------------|---|--|
| <i>First Offense</i> | - | <i>Suspension of one (1) month and one (1) day to six (6) months</i> |
| <i>Second Offense</i> | - | <i>Dismissal from the service</i> |

6. Further, it is reminded that the Schools Division Superintendents, Regional & Division Attorneys, Administrative Officers, HRMOs & other Division Office officials/personnel are not authorized signatories on the Person Administering Oath for both the SALN and PDS and/or any other similar documents needing the signature of Administering Officer as clarified by then Assistant Secretary Atty. Alberto T. Escobarte through an unnumbered Memorandum dated April 8, 2022, titled "Clarification on the Authority of Certain Officers to Administer Oaths". (Copy attached).

7. Compliance with this Memorandum is highly desired.

MIGUEL P. FILLALAN, JR., CESO VI
Schools Division Superintendent

Enclosure: As stated

References: RA 6713; Rules on Administrative Cases; Unnumbered Memorandum dated April 8, 2022

Allotment:

To be indicated in the Perpetual Index under the following subjects:

RULES AND REGULATIONS

ZBP/OSDS/DM - SUBMISSION OF 2022 STATEMENT OF ASSETS, LIABILITIES AND NETWORTH (SALN) AND UPDATED PERSONAL DATA SHEET (PDS) /February 1, 2023

