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Republic of the Philippines  
Department of Education  
Region 1

SCHOOLS DIVISION OF CITY OF SAN FERNANDO (LA UNION)

DIVISION MEMORANDUM

DM No. 055, s. 2025

JAN 22 2025

TO: Assistant Schools Division Superintendent  
Chief Education Supervisor  
Education Program Supervisor  
Heads of Unit/Section  
Heads of Public Elementary and Secondary School  
Teaching and Non-Teaching Personnel  
All others concerned

FROM: OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

SUBJECT: SUBMISSION OF STATEMENT OF ASSETS, LIABILITIES  
AND NET WORTH (SALN) AND UPDATED PERSONAL  
DATA SHEET (PDS)

Date: January 22, 2025

PARTICULARS

1. Pursuant to Section 8 of Republic Act No. 6713 entitled "Code of Conduct and Ethical Standards for Public Officials and Employees", all public officials and employees have an obligation to accomplish and submit declarations under oath of, and the public has right to know, their assets, liabilities, net worth and financial and business interests including those of their spouses and of unmarried children under eighteen (18) years of age living in their households".
2. In view hereof, this Office requires all concerned personnel to submit the updated (as of December 31, 2024) two (2) original **Sworn Statement of Assets, Liabilities and Net Worth (SALN)**, duly signed by notary public, **on or before February 28, 2025**.
3. For purposes of updating the 201 file of this Division, all permanent employees are required to submit one (1) original of properly accomplished, updated, and notarized **Personal Data Sheet (CS Form No. 212, Revised 2017)** printed in a long bond paper **on or before March 31, 2025**.
4. For your information, guidance and strict compliance.

SHEILA MARIE A. PRIMICIAS, EDD, CESO VI  
OIC-Schools Division Superintendent



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"Sa Matatag na Panuntunan, Serbisyong Tapat Maaasahan"

Document Code: \_\_\_\_\_  
Reference No. : \_\_\_\_\_

ISO CERTIFIED 9001 : 2015



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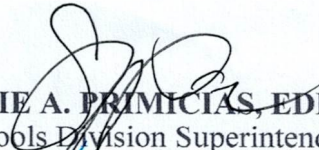
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