



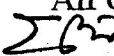

Republic of the Philippines
DEPARTMENT OF EDUCATION
Cordillera Administrative Region
DIVISION OF BAGUIO CITY
Upper Session Road, Military Cut-Off, Baguio City
Tel. No.: (074) 442-7819



DIVISION MEMORANDUM

No. 19, s. 2012

To : All Division Promotional Staff
Public Schools District Supervisors
Public Secondary School Heads
Public Elementary School Heads
Teachers-In-Charge
Administrative Officers
Teachers (Elementary and Secondary)
All Others Concerned

From :  ELLEN BAWING - DONATO, CESO IV
Schools Division Superintendent 

Subject : UPDATING OF SALN AND 201 FILES

Date : 02 February 2012

01. This is to inform the field that the Civil Service Commission - CAR will be conducting a PERSONNEL AUDIT of our Division on February 14-16, 2012.
02. Anent this, all supervisors, administrators, teachers, and employees are hereby **directed** to update their Statement of Assets, Liabilities and Net worth (SALN) and 201 Files both at the Division Office and the Schools.
03. For the SALN, attached are the Revised Form and the Guidelines in the Use of the Revised Statement of Assets, Liabilities and Net Worth Form. It is mandated that the said Guidelines shall have been read and understood before accomplishing the new SALN form.
04. All SALNs should be submitted to the Division Office and 201 files shall have been updated on or before February 13, 2012.
05. Immediate dissemination of this Memorandum and strict compliance of all concerned is enjoined.