
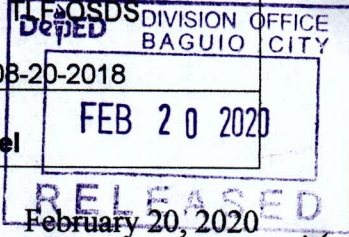
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DIVISION MEMORANDUM

No. 124, s. 2020

**SUBMISSION OF STATEMENT OF ASSETS, LIABILITIES AND NETWORTH (SALN),
INCOME TAX RETURN (ITR), AND PERSONAL DATA SHEET (PDS)**

To: **Public School Heads
Public School Teaching and Non-Teaching Personnel
Division Office Employees
Others Concerned**

1. In compliance to Memorandum Circular 2 series 2017 from the Office of the Ombudsman, all **NATIONAL PAID** employees are required to submit **three (3) originally signed** copies of their Statement of Assets, Liabilities, and Networth (SALN) as of December 31, 2019.
2. To facilitate efficient filing and submission of SALN, an instruction is attached for everyone's reference. Enclosed is the schedule of submission per district for counterchecking of all entries in the SALN.
3. In the National Internal Revenue Code of 1997, all DepEd employees are advised to secure their Community Tax Certificate (Cedula) for FY 2020 prior to the release of our Certificate of Compensation Payment/ Tax Withheld (BIR Form 2316).
4. BIR Form 2316 shall be distributed per school basis and instructions on how to fill in data shall be uploaded as well. Submission of the accomplished form is on or before February 26, 2020.
5. All Division Office employees are required to submit soft copy of their **updated Personal Data Sheet (PDS)** particularly the seminars/ trainings attended as of January 31, 2020 and send it to bgodivision.personnel@gmail.com on or before March 06, 2020. Use the format: **PDS (Lastname)** as Subject Header (e.g. PDS Tolentino).
6. For strict compliance.


MARIE CAROLYN B. VERANO, CESO V
 Schools Division Superintendent

References: OMB MC 2,s.2017
RA 3019 sec. 7
RA 6713 sec. 8
National Internal Revenue Code of 1997

ANNEX 1. SALN SCHEDULE OF SUBMISSION

DATE OF SUBMISSION	DISTRICT	SCHOOLS
FEBRUARY 24-28, 2020	Baguio Central District	Adiwang ES Aguinaldo ES Baguio Central School Crystal Cave ES Dominican-Mirador ES Dontogan ES Manuel Roxas ES Sto. Tomas ES
MARCH 02-06, 2020	Mabini District	Apolinario Mabini ES Brookspoint ES Don Mariano Marcos ES Doña Aurora ES Doña Nicasia Puyat ES Holy Ghost Extension ES
MARCH 09-13, 2020	Quezon District	Baguio City SPED Center Bakakeng ES Camp 7 ES Doña Aurora H. Bueno ES Jose Laurel ES Manuel Quezon ES San Vicente ES
MARCH 16-20, 2020	Lucban District	Alfonso Tabora ES Andres Bonifacio ES Lucban ES Ramon Magsaysay ES Pinget ES Pinsao ES Quirino Hill ES
MARCH 23-27, 2020	North Quezon District	Baguio Country Club Village ES Fort Del Pilar ES Gibraltar ES Happy Hollow ES Jose Rizal ES Kias ES Lindawan ES Loakan ES Springhills ES
MARCH 30-APRIL 03, 2020	West Baguio Central District	Elpidio Quirino ES Fairview ES Irisan ES Josefa Cariño ES Pacday Quinio ES Quezon Hill ES San Carlos Heights ES San Luis ES
APRIL 06-09, 2020	SDO Baguio	Division Office Employees (National paid)
APRIL 13-17, 2020	Baguio Central and West Baguio Central District	Baguio City National Science HS Dominican-Mirador NHS Irisan NHS Joaquin Smith NHS Pines City NHS Quezon Hill NHS Roxas NHS Sto. Tomas NHS

