



April 2, 2018

DIVISION MEMORANDUM  
No. 293, s.2018

**SUBMISSION OF ALL ELECTRONIC COPIES OF STATEMENT OF ASSETS, LIABILITIES, AND NET WORTH (SALNs) OF ALL OFFICIALS AND EMPLOYEES FROM THE FIELD OFFICES TO THE DIVISION OFFICE.**

TO: Assistant Schools Division Superintendents  
Chiefs/ Education Program Supervisors/ Coordinators  
District Supervisors/ OICs  
Elementary and Secondary School Heads  
Section Chiefs  
All Others Concerned

1. Pursuant to the Memorandum Circular No. 2 from the Office of the Ombudsman entitled "Additional Guidelines on the Submission of Statements of Assets, Liabilities, and Net Worth (SALNs) and Disclosures of Business Interests and Financial Connections to the Office of the Ombudsman as required under Section 8 of Republic Act No. 6713", the fields offices are requested to submit the electronic copies of Statement of Assets, Liabilities, and Net Worth (SALNs) of all officials and employees from the Fields offices to the Division office on or before May 31, 2018.

2. The electronics copies must be in pdf format, thus the process is achievable through electronic scanning and file name of the electronic copy must reflect the name of the document and declarant in this order, example:

SALN of Surname, First name M.I.pdf

SALN of Semblante, Floren C.pdf

3. Please submit the consolidated electronic copies by district and school for elementary and secondary respectively, in compact discs (CD) to Information Technology Office of this office.

4. Wide dissemination and compliance to this memorandum is directed.

RHEA MAR A. ANGTUD, Ed.D., CESO VI  
Schools Division Superintendent

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