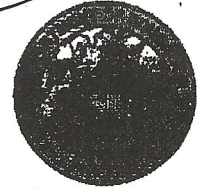


Records File

FILE 2nd Copies



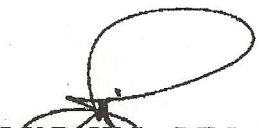
Republic of the Philippines
DEPARTMENT OF EDUCATION
Cordillera Administrative Region
Schools Division Office
Lagawe, Ifugao, 3600



DIVISION MEMORANDUM

No. 24 S. 2016

To : All School Heads/School Administrators
Elementary and Secondary

From : 
SALLY B. ULLALIM, CESO V
Schools Division Superintendent

Date : February 15, 2016

Subject: **SUBMISSION OF STATEMENT OF ASSETS, LIABILITIES AND NET WORTH (SALN)**

All teaching and non-teaching personnel are required to accomplish properly the attached 2016 format of Statement of Assets, Liabilities and Net Worth (SALN) in three (3) copies: Personal file, division file, ombudsman file.

School Heads must submit only two sets of SALN (division file and ombudsman file) with an index/alphabetized list attached to each set. Arrange each set based on the index. The personal copy must be kept for future use. Indexing is by school.

The two (2) sets of SALN for elementary schools must be compiled by district, and must be compiled in two (2) folders before submitting to the Division Office. Secondary schools may submit directly to the Division Office.

The folders must be submitted to the Division Office before February 29, 2016.

