

February 21, 2019

**DIVISION MEMORANDUM**  
 NO. 070, s. 2019

**PREPARATION AND SUBMISSION OF STATEMENT OF ASSETS AND LIABILITIES AND NET WORTH (SALN) CY 2018**

To: OIC, Asst. Schools Division Superintendent  
 Chief, Curriculum and Implementation Division  
 OIC Chief, Schools Governance and Operation Division  
 All Education Program Supervisors  
 All Public Elementary District Supervisors  
 All Elementary, Junior and Senior High School Heads  
 All Concerned

1. In compliance to the yearly submission of the Statement of Assets and Liabilities and Net Worth (SALN) CY 2018 please be informed that all employees in Elementary, Junior High, Senior High Schools and Division Office personnel are advised to prepare and submit SALN.

2. Checking of the draft copy for the said document in the Division Office is from **March 11- March 15, 2019**. Personnel/employees who submit the draft copy of SALN shall proceed directly to HRM Office for facilitating the checking of documents submitted. Refer the uploaded prescribed form of SALN and Summary list of filers in the Deped Cavite Personnel Unit facebook page.

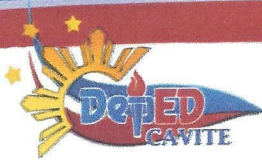
3. Final submission of the evaluated and checked copies of SALN is on **March 18, 2019-March 22, 2019** respectively duly received by the Records Office in two sets with folder.

4. The following are the schedules of checking and submission of SALN:

Date of Checking	Date of Submission	Municipalities
March 11, 2019	March 18, 2019	Kawit, Noveleta, Rosario, Carmona
March 12, 2019	March 19, 2019	GMA, Silang, Alfonso, Ternate
March 13, 2019	March 20, 2019	Maragondon, Amadeo, Magallanes
March 14, 2019	March 21, 2019	GEA-Bailen, Indang, Mendez, Tagaytay
March 15, 2019	March 22, 2019	Trece Martires City, Naic, Tanza, Division Office Personnel

5. Schools Division Office personnel shall also observed the following schedule in checking of SALN (draft copy only):

Scheduled Date	Office/Department
March 20, 2019 (Wednesday)	Curriculum Implementation Division (CID)
March 21, 2019 (Thursday)	Schools Governance and Operations Division (SGOD)
March 22, 2019 (Friday)	Office of the Schools Division Superintendent (OSDS)



Republic of the Philippines  
Department of Education  
Region IV-A (CALABARZON)  
Division of Cavite  
Trece Martires City, Cavite



Certificate Number: AJA17-0083

6. Moreover, respective municipalities shall observed their assigned date of checking and submission in order to facilitate sound and smooth workflow procedure.
7. Immediate dissemination of this Memorandum is highly desired. .

Mr. ELIAS A. ALICAYA, JR. Ed.D.

OIC-Assistant Schools Division Superintendent

for **CHERRYLOU D. REPIA**  
Schools Division Superintendent