



Republic of the Philippines  
**Department of Education**  
 REGION IV-A

**SCHOOLS DIVISION OFFICE OF CAVITE PROVINCE**

**JULY 13, 2020**

DIVISION MEMORANDUM  
 NO. 203, s. 2020

To: OIC, Assistant Schools Division Superintendent  
 Chief, Curriculum and Implementation Division  
 Chief, School Governance and Operations Division  
 All Education Program Supervisors  
 All Public Schools District Supervisors  
 All Elementary and Secondary School Heads  
 All Concerned

**CORRIGENDUM AND ADDENDUM TO DIVISION MEMORANDUM NO. 93 S.2020  
 TITLED SUBMISSION OF ASSETS AND LIABILITIES AND NET WORTH (SALN)**

1. In reference to Division Memorandum no. 93 s. 2020 entitled “Submission of Statement of Assets, Liabilities and Net Worth (SALN) for the year 2019”, this Office reschedules the final submission of the said document.
2. All Elementary Schools, Junior High Schools and Senior High Schools who still have **pending SALN for checking** shall submit soft copies thru HR Unit’s official email address – [depedcavite.personnel@deped.gov.ph](mailto:depedcavite.personnel@deped.gov.ph) until **July 31, 2020, Friday at 2:00 pm**. The office is still in the process of checking SALN online thus, schools who submitted already need not to submit again.
3. Final submission of fully accomplished SALN to Schools Division Office – HR Unit will be until **2:00 pm** only from **August 17-24, 2020** following the schedule per Municipality listed below:

<b>Date of Submission</b>	<b>Municipalities</b>
August 17, 2020	Kawit, Naic, Rosario, Carmona
August 18, 2020	GMA, Maragondon, Alfonso, Ternate
August 19, 2020	Silang, Magallanes, Tagaytay
August 20, 2020	GEA-Bailen, Indang, Trece Martires City, Amadeo
August 24, 2020	Tanza, Mendez, Noveleta



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4. In addition, schools are reminded to submit **two (2) sets of SALN: one (1) set for Division Office** and **one (1) set for Ombudsman** together with compact disc (CD) containing soft copy of SALN for Elementary Schools, Junior High Schools and Senior High Schools. Summary of filers is also observed for the submission of said document.
5. Furthermore, division office personnel are advised to submit their SALN online to Ms. Norita Vasquez's email address – [norita.vasquez@deped.gov.ph](mailto:norita.vasquez@deped.gov.ph) for checking until **July 31, 2020, Friday at 2:00 pm**. Final submission of accomplished printed copies will be from **August 10-14, 2020** only.
6. Proper form to be used shall be Revised SALN Form (Revised as of January 2015) that can be downloaded from the Civil Service Commission official website. For other queries and clarifications kindly email Human Resource Focal Persons for SALN concerns: Lian Jazzel T. Velasco at [lianjazzel.velasco@deped.gov.ph](mailto:lianjazzel.velasco@deped.gov.ph) and Claire D. Pellas at [claire.pellas@deped.gov.ph](mailto:claire.pellas@deped.gov.ph)
7. Immediate and widest dissemination of this memorandum is desired.

**ROMMEL C. BAUTISTA, CESO V**  
Schools Division Superintendent

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