



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

**SCHOOLS DIVISION OFFICE OF CAVITE PROVINCE**

**AUGUST 10, 2020**

DIVISION MEMORANDUM  
NO. 233, 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

**RESCHEDULING THE DEADLINE OF SUBMISSION OF ASSETS AND LIABILITIES  
AND NET WORTH (SALN)**

1. This Office reschedules the final submission of the Statement of Assets, Liabilities and Net Worth (SALN) for the year 2019. All Elementary Schools, Junior High Schools and Senior High Schools who still have **pending SALN for checking** shall be given an extension until **August 28, 2020, Friday at 2:00pm**. All schools may submit soft copies thru HR Unit's official email address – [depedcavite.personnel@deped.gov.ph](mailto:depedcavite.personnel@deped.gov.ph).

2. Final submission of fully accomplished SALN to Schools Division Office – HR Unit will be until **2:00pm** only from **September 14-18, 2020** following the schedule per Municipality listed below:





<b>Date of Submission</b>	<b>Municipalities</b>
September 14, 2020	Kawit, Naic, Rosario, Carmona
September 15, 2020	GMA, Maragondon, Alfonso, Ternate
September 16, 2020	Silang, Magallanes, Tagaytay
September 17, 2020	GEA-Bailen, Indang, Trece Martires City, Amadeo
September 18, 2020	Tanza, Mendez, Noveleta

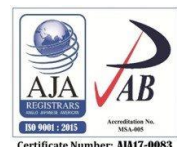
3. In addition, electronic copies of SALN must be in PDF format and individually saved per declarant, in compact discs (CD) using the file name prescribed below:

The file name of the soft copy must be the same as the document title.

<b>Document</b>	<b>File Name</b>
SALN of Employee A	SALN of Employee A.pdf



 Cavite Capitol Compound, Brgy. Luciano, Trece Martires City, Cavite  
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**“Serbisyong Pang-Edukasyong Tapat at Sapat para sa Batang KABITENYO”**



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4. Schools shall submit their SALN to District Offices using the prescribed format stated above. District Offices are advised to save the consolidated SALN in one Compact Disc (CD). Division Office shall only accept consolidated SALN in one Compact Disc (CD) together with the hard copies per Municipality.
5. 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)
6. Immediate and widest dissemination of this memorandum is desired.

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

LJTV/DM-233  
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