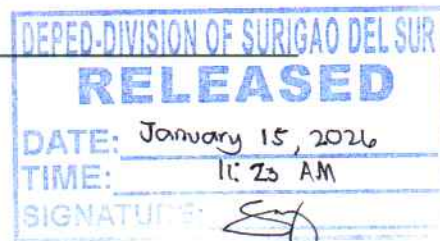




Republic of the Philippines
Department of Education

Caraga Region
SCHOOLS DIVISION OF SURIGAO DEL SUR



DIVISION MEMORANDUM

No. **021**, s. 2026

To: All Concerned

**SUBMISSION OF STATEMENT OF ASSETS AND LIABILITIES AND
NETWORTH (SALN) AND PERSONAL DATA SHEET (PDS)**

1. Pursuant to Republic Act No. 6713, also known as the "Code of Conduct and Ethical Standards for Public Officials and Employees" and the Civil Service Commission (CSC) rules, all employees, both Teaching and Non-Teaching Personnel in this Division are strictly required to comply and submit a duly accomplished 2025 SALN Form for the year 2025 and updated PDS using the CSC Form 212 Revised 2025 **on or before March 15, 2026.**
2. Anent to this, each employee shall declare all his or her assets, liabilities, and net worth, as well as business interests and financial connections. This is aimed at promoting transparency and accountability in this Division.
3. Comply four (4) sets, but submit only two (2) copies of both SALN and PDS (1 set for 201 File and 1 for submission to the Office of the Ombudsman) to the Personnel Section – 201 Office. The other 2 copies should be retained as Personal Copy and School Records.
4. For purpose of administering, employees in this Division are encouraged to have their PDS and SALN be administered by the Division Legal Officer.
5. For proper guidance and strict implementation.

LORENZO O. MACASOCOL, PhD, CESO V
Schools Division Superintendent

By the authority of the Schools Division Superintendent

LAILA F. DANAQUE EdD., CESO VI
Schools Division Superintendent

Encl.: None

Reference: RA 6713 and CSC Admin Code and 2025 ORAORHA

To be indicated in the Perpetual Index
under the following subjects:

SALN AND PDS PERSONNEL SACTION 201

OSDS/jcgHR
01/13/2026

