



Republic of the Philippines  
Department of Education  
Region V (Bicol)  
**DIVISION OF CATANDUANES**  
Virac, Catanduanes



September 11, 2018

The Principal

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear Sir/Madam:

Per Memorandum Circular No. 2018-01 received by this Office from DBM regarding the Guidelines on the Grant of PBB for Fiscal Year 2018 under EO No. 80, s. 2012 and EO No. 201 s. 2016, under 6.5 Other cross-cutting requirements, states that Agency Heads should ensure that officials and employees covered by RA 6713 submitted their 2017 SALN to the respective SALN repository agencies. It was also stated that the scanned copy of SALN shall be uploaded in the agency Transparency Seal (TS) page not later than September 24, 2018.

In this connection, may we request from your School IT Coordinator to submit scanned copy (both .xlsx and .pdf file format) of school SALN 2017 copied/stored in a CD-RW/DVD-RW at SDO-Admin. Office V on or before September 21, 2018. Said copy of SALN will be uploaded in the Transparency Seal to be qualified to 2018 PBB.

Thank you for the immediate action on this matter.

Very truly yours,

SOCORRO V. DELA ROSA, CESO VI  
Schools Division Superintendent