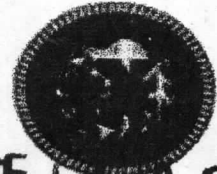


Republic of the Philippines
Department of Education
Region V (Bicol)
DIVISION OF CATANDUANES
Virac, Catanduanes



RELEASED

June 4, 2019

RECEIVED: Division of Catanduanes

RECORDS SECTION

Date: JUN 06 2019

Time: 10:10 AM

Official/Signature: 

Memorandum to:

School Heads- Elem. And Secondary Schools
ICT Coordinators
This Division

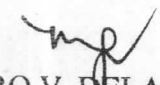
As per Memorandum Circular No. 2 received from the Office of the Ombudsman re: Additional guidelines on the submission of SALN 2018, we are required to submit all original (hard) copies of SALNs together with electronic copies on or before June 17, 2019. The soft copy (excel and pdf file) must be in the following manner:

- individually save per declarant
- file name should be – SALN of Dela Cruz, Juan M. (example)
- PDF file must be the scanned copy of the signed SALN
- Have it grouped to excel and PDF format/file
- Submit two (2) copies of CD for submission to the office of Ombudsman and DBM

In this connection, all ICT coordinators (elementary and secondary) are requested to get the division copy of SALN 2018 at Admin. Office. District ICT Coordinators are requested to help arrange the SALNs in alphabetical order by district.

School copy and District copy of SALNs are now ready for release.

For information, guidance and compliance.


SOCORRO V. DELA ROSA, CESO V
Schools Division Superintendent