



Republic of the Philippines
Department of Education
REGION III CENTRAL LUZON
SCHOOLS DIVISION OF CITY OF SAN JOSE DEL MONTE
KAYPIAN ELEMENTARY SCHOOL
BARANGAY KAYPIAN, CITY OF SAN JOSE DEL MONTE, BULACAN

January 16, 2023

SCHOOL MEMORANDUM
NO. 005, s. 2023

To: Grade Leaders
Teaching and Non-Teaching Personnel

SCHEDULE OF THE COLLECTION, CHECKING AND FINAL SUBMISSION OF PERSONAL DATA SHEET (PDS) AND STATEMENT OF ASSETS, LIABILITIES AND NETWORTH (SALN)

1. This office announces the schedule of the collection, checking and final submission of Personal Data Sheet (PDS) and Statement of Assets, Liabilities and Networth (SALN) as follows;

Jan. 16 – 18 – Collection (1 copy PDS / SALN for checking) by the School Review and Compliance Committee.

19 – 20 – Checking

24 – Return the submitted copy for finalization/ correction and printing of the 3 copies

25 – Collection for the signature of the Brgy. Chairman

26 – Preperation for Submission to Div. Office

2. This schedule aims to lessen the errors/ correction of data of teaching and non-teaching personnel's PDS and SALN upon submission to the School Division Office (SDO).
3. For Strict Compliance.


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