



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



June 14, 2018

RELEASED

DepEd, Division of Catanduanes

RECORDS SECTION

Date JUN 14 2018

Time: 3:00 PM

Initial/Signature: [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 2017, we are required to submit all original (hard) copies of SALNs together with electronic copies on or before June 30, 2018. The electronic copies must be in PDF format and individually saved per declarant, in compact discs (CD) or Universal Serial Bus (USB) flash drive.


In this connection, all ICT coordinators are requested to be in the Division Office Terrace on the following schedule:

Zone I -	June 18, 2018
Zone II-	June 19, 2018
Zone III-	June 20, 2018
Zone IV-	June 21, 2018

Please bring copy of school file of SALN CY 2017. For those who did not yet get the school copy of SALN, please get it from Admin. Office for reference.

Also, please bring CD/DVD-RW and laptop and extension wire.

For information, guidance and compliance.


SOCORRO V. DELA ROSA, CESO VI
Schools Division Superintendent