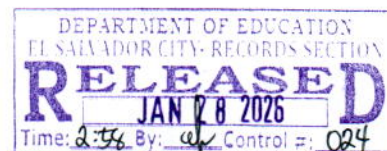




Republic of the Philippines
Department of Education
 REGION X - NORTHERN MINDANAO
 SCHOOLS DIVISION OF EL SALVADOR CITY



27 Jan 2026

DIVISION MEMORANDUM

No. 024, s. 2026

SUBMISSION OF THE PERSONAL DATA SHEET (PDS) AND STATEMENT OF ASSETS, LIABILITIES AND NETWORTH (SALN) AS OF DECEMBER 31, 2025 AND ORIENTATION OF SCHOOL-BASED AND OFFICE BASED PERSONNEL

To: Asst. Schools Division Superintendent
 Chief Education Supervisors, CID and SGOD
 Education Program Supervisors
 Section Heads
 All Public Elementary & Secondary School Heads
 All Others Concerned
 This Division

- The field is hereby informed of the submission of the *Personal Data Sheet and Statement of Assets, Liabilities and Networth as of December 31, 2025* on **February 13, 2026, 5:00 PM.**

Document	Deadline
Statement of Assets, Liabilities and Net Worth (SALN) as of December 31, 2025	February 13, 2026
updated CS Form No. 212 (Revised 2025), otherwise known as Personal Data Sheet (PDS)	February 13, 2026

- All employees are reminded that the submission of a SALN is required by law under Article XI Section 17 of the 1987 Constitution and Section 8 of republic Act No. 6713, the "Code of Conduct and Ethical Standards for Public Officials and Employees." Failure to file the SALN warrants the suspension of one to six months for the first offense, and dismissal from the service for the second offense.
- Further, all are informed that the Civil Service Commission (CSC) requires the submission of as separate **Work Experience Sheet**, where employees shall indicate their actual duties for each position declared in the PDS under the Work Experience field. These shall be used by the Commission in evaluating appointments issued, particularly in checking whether the appointee's qualifications meet the requirements of the vacant position being filled.
- Soft copy of the SALN and PDS forms, including the guide in filling out the form, may be downloaded from the Division Website



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Effectivity	08.29.25	Page	1 of 3



Republic of the Philippines
Department of Education
 REGION X - NORTHERN MINDANAO
 SCHOOLS DIVISION OF EL SALVADOR CITY

(<https://depedelsalvadorcity.org/>) under Downloadable Forms. This is to ensure that the form used across the Division is uniform and correctly filled out by all the employees. Each employee must prepare 2 sets of SALN and PDS, all originally signed, distribution to wit:

SET	DISTRIBUTION
1	Employee/School
1	For submission to the Division Office (1 set to be forwarded to the Civil Service Commission)

- Further, schools shall include a summary list of submitted SALNs (in alphabetical order) to the Division for reference (*may be downloaded from the Division Website (<https://depedelsalvadorcity.org/>)* under Downloadable Forms).
- An orientation on the how to accomplish the SALN and PDS shall be conducted on February 6, 2026, 9:00 AM at the Conference Room, Diamond Building, Division Office, Poblacion, El Salvador City. Expected participants are the School Administrative Officer II and PDOs and are advised to secure their Locator Slips to attend the said activity. Each Division Office Section shall send (1) representative to join the said orientation. Please bring pens and notebook for this activity. Please see attached list for the expected number of attendees per school and per office. Below are the speakers for the said reorientation:

TOPIC	Speaker
CS Form No. 212 (Revised 2017), otherwise known as Personal Data Sheet (PDS)	Ricca Stephanie E. Oco <i>Administrative Assistant III</i>
Statement of Assets, Liabilities and Net Worth (SALN)	Remy Jane M. Markinez <i>Administrative Assistant III</i>

- All are reminded that this Office adheres to the Equal Employment Opportunity Principle (EEO). Hence, all decisions and actions shall be based solely on guidelines set forth, with no discrimination on the account of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity or political affiliation.
- Immediate and wide dissemination of this memorandum is desired.


RANDOLPH B. TORTOLA
 Schools Division Superintendent

To be indicated in the Perpetual Index
 Under the following subjects:
 EMPLOYEES GUIDELINES



Republic of the Philippines
Department of Education
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SCHOOLS DIVISION OF EL SALVADOR CITY

Attachment No. 1 to Division Memorandum No. 024, s. 2026

LIST OF PARTICIPANTS

Name	Designation	Station
1. Sheila Mae B. Acero	Administrative Officer II	Sinaloc ES
2. Leah Mae C. Akut	Administrative Officer II	Hinigdaan ES
3. Apple Kieth B. Arangoso	Administrative Officer II	Sambulawan ES
4. Cherry Lou D. Asequia	Administrative Officer II	Himaya ES
5. Eulita M. Castillo	Administrative Officer II	Taytay ES
6. Mary Rose P. Cortez	Administrative Officer II	ECCS
7. Jon Louis O. Dacoco	Administrative Officer II	Badiangon ES
8. Edjie P. Dagopioso	Administrative Officer II	SFDA ES
9. Danel John R. Hamo	Administrative Officer II	Hinigdaan ES
10. Adrian Gabriel D. Labadan	Administrative Officer II	Sambulawan NHS
11. Jenice Mae L. Malaco	Administrative Officer II	Cogon ES
12. Honey Luz S. Nacua	Administrative Officer II	Amoros ES
13. Kemberly D. Oco	Administrative Officer II	Kalabaylabay IS
14. Ariel S. Padigos	Administrative Officer II	Cogon NHS
15. Samantha M. Racho	Administrative Officer II	Kibonbon ES
16. Rosa Maria M. Rebusto	Administrative Officer II	Ulaliman ES
17. Marjorie T. Ras	Administrative Officer II	El Salvador City NHS
18. Nick C. Ratunil	Administrative Officer II	Himaya NHS
19. Adrian Kirby P. Saarinas	Administrative Officer II	SFDA NHS
20. Leabeth P. Salva	Administrative Officer II	Molugan NHS
21. Dianne L. Suguilon	Administrative Officer II	Bolisong ES
22. Ruby Flor M. Sinco	Administrative Officer II	Sinaloc NHS
23. Clark Airon G. Unson	Administrative Officer II	Molugan ES
24. Rodrigo N. Valmoria Jr.	Administrative Officer II	PSB ES
25. Nishi M. Abratiguin	PDO I	ECCS
26. Charmaigne Irish L. Apdian	PDO I	Molugan CS
27.		CID
28.		SGOD
29.		Medical
30.		ALS
31.		LR
32.		Records