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Republic of the Philippines  
**Department of Education**  
REGION I  
SCHOOLS DIVISION OF VIGAN CITY

Division Memorandum  
No. 2 s. 2026

**ANNUAL SUBMISSION OF SWORN STATEMENT OF ASSETS, LIABILITIES AND NET WORTH (SALN), PERSONAL DATA SHEET (PDS) AND UPDATED PRC LICENSE**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Section and Unit Heads  
All SDO Personnel  
School Heads of Public Elementary and Secondary Schools  
All Others Concerned

1. Pursuant to Republic Act No. 6713 or *The Code of Conduct and Ethical Standards for Public Officials and Employees* Sec. 8 , provides that “ *Public officials and employees have an obligation to accomplish and submit declarations under oath of and the public has right to know , their assets, liabilities, net worth and financial and business interests including those of their spouses and of unmarried children under eighteen (18) years of age living in their households*”, all employees are reminded of the submission of their SALN, PDS and valid PRC license for the Year 2026.
2. All duly compiled SALN Forms, PDS and valid PRC license shall be submitted on or before January 31, 2026, at the Schools Division Office guided by the following:
  - a. Accomplished and duly Notarized SALN Forms as of December 31, 2025 and PDS as of January 1, 2026, in long bond paper in **four (4) original copies**.
  - b. **1 photocopy** of valid PRC License, for teachers
  - c. Summary List of Filers (Annex A)
  - d. Transmittal Letter for PDS (Annex B)
  - e. Summary List of Valid PRC (Annex C)
3. School Heads and Administrative Officers are directed to review the SALNs and PDS of teachers/personnel under their supervision for deficiencies before they submit to the division office.
4. Moreover, all concerned are reminded of the provision as specified in Section 4 of MC No. 3 s. 2013 of CSC stated:

*“Failure of an official or employee to correct/submit his/her SALN in accordance with the procedure and within the given period pursuant in the directive in Section 3 hereof shall be ground to disciplinary action.”*



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5. Strict compliance of this memorandum is desired.
6. For widest dissemination.

**VILMA D. EDA CESO V**  
Schools Division Superintendent

Encl: As stated  
To be included in the Perpetual Index  
Under the following subjects:  
Policy Rules and Regulations  
SALN            PDS            PRC



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