



Republic of the Philippines  
Department of Education  
REGION VIII  
SCHOOLS DIVISION OF NORTHERN SAMAR

Office of the Schools Division Superintendent

March 12, 2026

DIVISION MEMORANDUM  
No. 130, s. 2026

**UPLOADING OF SCANNED COPY OF STATEMENT OF ASSETS, LIABILITIES, AND NET WORTH (SALN), AND PERSONAL DATA SHEET (PDS) 2025**

To: Assistant Schools Division Superintendent  
Chiefs, Functional Divisions  
Heads, Functional Office/Unit  
Public Schools District Supervisors  
Administrative Officers II  
Others Concerned

1. In line with the proper documentation and consolidation of records, and in support of this Office's paperless initiative to promote environmental sustainability and efficient digital records management, all personnel are hereby directed to upload the scanned copy of their checked, verified, and approved Statement of Assets, Liabilities, and Net Worth (SALN), and Personal Data Sheet (PDS) 2025 through the link provided below or by scanning the corresponding QR code.



<https://bit.ly/4dhjJYc>

2. This initiative aims to streamline the collection and safekeeping of SALN & PDS documents while reducing paper consumption and supporting environmentally responsible office practices.
3. The assigned district HR focals are directed to upload the scanned copies of the SALN and the Personal Data Sheet (PDS), in **Portable Document Format (PDF)**, to the designated link and ensure that the files are placed in their respective district folders.
4. These scanned copies are required in addition to the hard copies submitted to the Division Office (SALN) and through the school (PDS) to support digital documentation and records consolidation.
5. Personnel are advised to ensure that the uploaded SALN, and PDS are clear, complete, properly signed, and correspond to the checked and approved copy prior to submission.
6. Immediate dissemination of and compliance with this Memorandum are desired.

GAUDENCIO C. ALJIBE JR., PhD, CESO V.  
Schools Division Superintendent

DepEd Northern Samar  
**RELEASED**



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By: AC  
Date: 17 MAR 2026