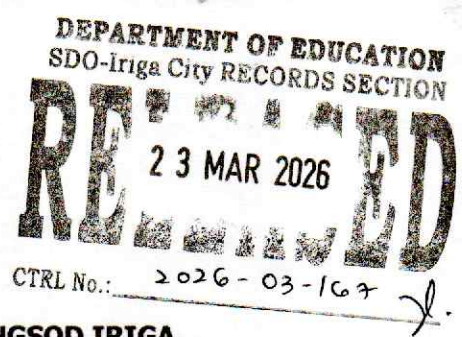




Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V (BIKOL)

TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD IRIGA



March 19, 2026

DIVISION MEMORANDUM
NO. 147 S. 2026

ADDENDUM/CORRIGENDUM TO DIVISION MEMORANDUM NO. 051, AND 061, S. 2026, RE: SUBMISSION OF PROPERLY ACCOMPLISHED AND UPDATED PERSONAL DATA SHEET (PDS) AND SCHEDULE OF SUBMISSION AND PROCESS OF 2025 STATEMENT OF ASSETS, LIABILITIES AND NET WORTH (SALN)

TO: Assistant Schools Division Superintendent
Chiefs, CID and SGOD
Education Program Supervisors
School Heads, Elementary and Secondary
Section/Unit Heads
All Others Concerned

1. In relation to Division Memorandum No. 051, s. 2026 dated January 30, 2026 and No. 061, s. 2026 dated February 4, 2026 regarding the submission of Personal Data Sheet and Statement of Assets, Liabilities and Net Worth (SALN), the field is hereby informed that the Public Attorney's Office – Iriga City District Office will once again conduct an outreach activity in the Schools Division Office of Iriga City on March 24–26, 2026 from 1:00 PM to 4:00 PM. The office will send lawyers who will administer the oath for the PDS and SALN free of charge.

2. Relative to this, please be advised that the accomplished and notarized PDS and SALN must be submitted in **hard copy** to the Personnel Section not later than **March 30, 2026**, while the **electronic copy** of the SALN must be submitted not later than **March 31, 2026**. The transmittal template should be arranged in alphabetical order and may be accessed through this link: <https://tinyurl.com/ADMIN-TRANSMITTALS>.

3. Also, please be reminded that **personal appearance of the signatories** in the SALN (declarant and co-declarant/spouse) and PDS is required by administering officer. For those married declarant (*applicable for JOINT FILING only*) whose spouse cannot possibly appear and sign the SALN before the administering officer, a written explanation stating the reason for non-appearance must be attached to the SALN. Photocopy of the valid identification card indicated in the documents shall also be attached. Other instructions are indicated at Enclosure No. 1 of this Memorandum.

4. For an orderly and organized conduct of the activity, the following schedules shall be observed:



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DISTRICT	SCHEDULE	VENUE
Central District including Secondary Schools in the area	March 24, 2026 1:00PM to 4:00PM	Iriga Central School
South District including Secondary Schools in the area & SDO-based personnel	March 25, 2026 1:00PM to 4:00PM	Iriga South Central School
North District including Secondary Schools in the area	March 26, 2026 1:00PM to 4:00PM	Iriga North Central School

5. The OIC-PSDSs shall likewise arrange the schedule of the different schools in their respective districts.
6. Snacks and lunch of the guests from Public Attorney's Office shall be shouldered by the district assigned on that day. Expenses shall be charged against local funds subject to usual accounting, budgeting, and auditing rules and regulations.
7. For information, guidance and compliance of all concerned.

MARIA-MAGNOLIA F. BRIOSO, CESO VI
OIC - Schools Division Superintendent

Encls.:

As stated

References:

Division Memorandum No. 051, s. 2026
Division Memorandum No. 061, s. 2026

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

SALN PDS



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Enclosure No. 1 to Division Memorandum No. 147, s. 2026

ADDITIONAL INSTRUCTIONS FOR THE SUBMISSION OF PDS AND SALN

1. For the notarization of PDS and SALN, please follow the instructions below:
 a. Copies to be printed:

PDS (3 copies)	SALN (8 copies)
1 – Admin	1 – Ombudsman
1 – Personal	1 – Admin
1 – PAO’s copy	3 – Payroll
1 – School (Optional)	1 – PAO’s Copy
	1 – Personal
	1 – School Copy

- b. Please bring **one (1) photocopy of valid ID**, the **same ID indicated in the PDS and SALN**.

2. For the final submission of PDS and SALN this should be followed:

a. **HARD COPY**

- i. Submit in **long plastic folder fastened on top**, using the following color:

District	Folder Color
Central	Green
North	Yellow
South	Red
Secondary	Blue
SDO Based-personnel	Orange (<i>File must be consolidated and submit in 1 Folder for OSDS, CID, & SGOD</i>)

- ii. Copies to be submitted: **(All Original)**

PDS (Notarized)	SALN (Notarized)
1 copy – Admin (1 Folder)	1 copy – Admin (1 Folder) 1 copy – Ombudsman (1 Folder) 3 copies – Payroll (1 Folder)
	For SALN of UI’s 1 copy – Admin (1 Folder) 1 copy – Ombudsman (1 Folder)

- iii. Each folder to be submitted must have a corresponding transmittal.



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b. ELECTRONIC COPY

- i. All SALNs must be uploaded to OneDrive, through this link:
<https://tinyurl.com/2025SALN-SDOIRIGA>
 - ii. On your respective District Folder, create a folder:
Folder File Name: **2025SALN-SCHOOL NAME**
 - iii. Electronic copies of the SALNs must be in PDF Format,
individually saved per declarant and alphabetically arranged.
Scanned File Name: **2025SALN-LASTNAME, FIRSTNAME MI.**
3. All documents inside the folder must be properly arranged, complete, signed on all required pages, and duly notarized before submission.
 4. School Heads and Administrative Officers II shall ensure that all submitted documents are complete, properly signed, notarized, and arranged before submission to the Division Office.
 5. All schools/offices are advised to strictly observe the deadline for submission to avoid delays in consolidation and reporting to the concerned offices.
 6. Non-compliance or incomplete submissions shall be returned to the concerned school/office for correction.



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