



Republic of the Philippines  
Department of Education  
CARAGA REGION  
SCHOOLS DIVISION OF SIARGAO



DIVISION MEMORANDUM

No. 01-021 s, 2026

To: Assistant Schools Division Superintendent  
Functional Division Chiefs and Personnel (OSDS, CID, SGOD)  
Elementary and Secondary Schools  
All concerned  
This Division

CORRIGENDUM AND ADDENDUM TO DM NO. 01-006 RE: SUBMISSION OF 2025  
PERSONAL DATA SHEET (PDS) AND STATEMENT OF ASSETS, LIABILITIES AND  
NETWORTH (SALN)

1. Please be informed that the Division Office personnel shall submit *one (1) original copy of notarized PDS and two (2) copies of SALN* by Functional Division while for school teaching and non-teaching personnel, *one (1) original copy of the Transmittal form and one (1) original copy of PDS*. The softcopy (PDF) of PDS and SALN including the HRIS (MS Excel format) should be uploaded by the School Administrative Officer II using their Microsoft 365 school account.
2. The submission of SALN in the Office of the Ombudsman will be done by School on or before **January 31, 2026**.
3. All other provisions stated of the aforementioned memorandum shall remain in effect.
4. For immediate dissemination and strict compliance of this Memorandum is hereby advised.

  
MANUEL O. CABERTE  
Schools Division Superintendent

Encl: None  
Reference: As stated  
To be indicated in the Perpetual Index under the following subjects:  
PDS ORAOHRA

OSDS/momosay  
01/22/26