



Republic of the Philippines  
**Department of Education**  
REGION III  
**BATAAN HIGH SCHOOL FOR THE ARTS**

**SCHOOL MEMORANDUM NO. 003, s. 2025**

TO: Chiefs of Functional Divisions

JAN 16 2025

FROM: **MIA ARIANA P. TANCIONGCO, PhD**  
Director III  
School Director

SUBJECT: **SUBMISSION OF 2024 STATEMENT OF ASSETS, LIABILITIES AND NETWORTH (SALN) AND COMMUNITY TAX CERTIFICATE (CEDULA)**

DATE: January 16, 2025

1. Pursuant to the Code of Conduct and Ethical Standards for Public Officials and Employee (RA No. 6731), all government officials and employees are mandated to file their Statement of Assets, Liabilities and Networth (SALN) at the end of each Calendar Year and submit their updated Community Tax Certificate (Cedula).
2. Relative to the government mandate, all teaching and non-teaching employees are reminded to submit their two (2) hardcopies of accomplished SALN (as of December 31, 2024) on or before **January 31, 2025** and Cedula with appropriate amount according to salary on or before **January 24, 2025** to the Administrative Division. Softcopy of the SALN form can be downloaded from [tinyurl.com/SALNDocuments](http://tinyurl.com/SALNDocuments).
3. In addition, employees are requested to accomplish this form by visiting [tinyurl.com/BHSACedula2025](http://tinyurl.com/BHSACedula2025) or thru scanning this QR Code:



4. Immediate and wide dissemination of this memorandum is desired.

**MIA ARIANA P. TANCIONGCO, PHD**  
Director III  
School Director

Enclosure: None  
Reference: None

To be indicated in the Perpetual Index under the following subjects  
EMPLOYEES FORMS  
CAO1/SAO1



*"Bayan ng Bayani, Bayani ng Sining"*

Brgy. Ibaba, Bagac, Bataan

(047) 244-6321 / 0918-965-5281

facebook.com/bhsa2021

bhsa@deped.gov.ph