



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

06 Mar 2020

DIVISION MEMORANDUM
No. 072, s. 2020

CLEARANCE FORM FOR TEACHERS

To: **Asst. Schools Division Superintendent**
Chief CID, SGOD
PSDS, Education Program Supervisors
Section Heads
All Public Elementary & Secondary School Heads
All Others Concerned
This Division

1. For uniformity purposes, effective end of SY 2019-2020, all teachers are advised to use the attached form upon seeking Clearance from money, property and work-related activities every end of the School Year. The prescribed clearance form for travel abroad, transfer and resignation/retirement, however, remains the same.
2. The attached form shall be made available at the Division website: www.depedelsalvadorcity.net under Downloadable Forms.
3. For information, guidance and compliance.

OLGA C. ALONSABE
Asst. Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

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

CLEARANCE FORMS REQUIREMENTS TEACHERS

OSDS/AMA





Republic of the Philippines
Department of Education
 REGION X – NORTHERN MINDANAO
 SCHOOLS DIVISION OF EL SALVADOR CITY

CLEARANCE FORM
 (for Teachers)

I PURPOSE				
				Date of Application _____
TO: <u>DIVISION OF EL SALVADOR CITY</u> I hereby submit my clearance from money, property and work-related accountabilities for SY: _____ This is in honor of the Teachers Code, not to leave the station without organizing all records and data beforehand and to make honest effort to understand, support and faithfully carry out the legitimate policies of the school and the administration.				
Current Assignment: _____				
Position/SG/Step: _____			Name and Signature of Employee _____	
II CLEARANCE FROM WORK-RELATED ACCOUNTABILITIES				
Required Report/ Document	Cleared	Not Cleared	Name of Clearing Officer/Official	Signature w/ Date
1. School Forms				
a. <i>School Form 1 (SF1) School Register</i> – A list of learners who are officially enrolled and attending classes				
b. <i>School Form 2 (SF2) Daily Attendance Report of Learner</i> – A list of the learners' daily attendance				
c. <i>School Form 3 (SF3) Books Issued and Returned</i> – A list of books and other reading materials issued to the learners, and returned to the issuing authority				
d. <i>School Form 4 (SF4) Monthly Learner's Movement and Attendance</i> – A summary number of learners who transferred in/out and dropped out during the month and cumulative count from previous month				
e. <i>School Form 5 (SF5) Report on Promotion and Level of Proficiency</i> – A list of the learners' academic performance and result of assessment by the end of the school year				
f. <i>School Form 6 (SF6) Summarized Report on Promotion and Level of Proficiency</i> – A summary number of learner status by the end of the semester and/or school year				
g. <i>School Form 10 (SF10) Learner's Permanent Academic Record (formerly Form 137)</i> – The official record of an individual learner's academic achievement as he or she progresses through the basic education cycle				
h. <i>Form 138- Transcript of Records</i> from all the curriculum taken				
2. Administrative Documentary Requirements				
a. <i>Community Tax Certificate (CTC)</i> - for BIR Form 2316				
b. <i>Individual Performance Commitment Review Form (IPCRF)</i> - DepED Order 2, s. 2015				
c. <i>Present Valid PRC License</i> - RA 7836				
d. <i>Sworn Statement of Assets, Liabilities and Net Worth (SALN)</i> - RA 6713				
3. Coordinatorships and/ other Task/s assigned (if applicable)				
a. Accomplishment Report				
b. Financial Reports				
III CLEARANCE FROM MONEY AND PROPERTY ACCOUNTABILITIES				
Required Report/ Document	Cleared	Not Cleared	Name of Clearing Officer/Official	Signature w/ Date
1. Financial Management				
a. <i>Documents for Liquidation Report (if applicable)</i> - for Cash Advances (CA) or Reimbursement for Travels and/or Trainings				
b. <i>El Salvador City Division Teachers and Employees Association (EDTEA)</i> - employees' union/ association				
2. Supply and Property Procurement and Management				
a. Inventory of Property/ies Left in the Room				
b. Inventory/ies of Properties by PTA/ Private persons				
c. Books and Instructional Materials				
<i>Lost books are the following (if applicable):</i>	Amount Paid:			
1.	OR Number:			
2.	Notes:			
3.				
4.				
5.				
We hereby certify that this employee is cleared <input type="checkbox"/> / not cleared <input type="checkbox"/> of work-related, property and money accountabilities from this Unit/Office/Dept.				
_____ Grade Level/ Subject Area Coordinator			_____ School Head	
IV HEALTH & WELLNESS (govt. employees are required to be physically and mentally fit)				
Required Report/ Document	Cleared	Not Cleared	Name of Clearing Officer/Official	Signature w/ Date
a. Chest X-Ray Results			GLADYS GRACE H. CABELTES	
b. Complete Blood Count (CBC) Results			GLADYS GRACE H. CABELTES	
c. Urinalysis Results			GLADYS GRACE H. CABELTES	
V CERTIFICATION				
I hereby certify that this employee is cleared of work-related, money and property accountabilities from this agency. This certification includes no pending administrative case from this agency.				
OLGA C. ALONSABE OIC-Schools Division Superintendent				

