



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

16 Dec 2022

DIVISION MEMORANDUM
No. 562, s. 2022

**UPDATED ITEM III.1.C. OF THE DIVISION CLEARANCE FORM IN RECOGNITION
OF THE DEPARTMENT OF EDUCATION – NATIONAL EMPLOYEES' UNION
AS THE AGENCY'S ACCREDITED UNION**

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

1. This is to inform the field that this Division has uploaded an updated Division Clearance Form at the Division Website: www.depedelsalvadorcity.net, under the *Downloadable Forms* tab. It should be noted that item III.1.c. of the Division Clearance Form shall be applicable only for members of the Department of Education-National Employees' Union (DepEd-NEU). This is in recognition that DepEd NEU is the Agency's accredited union and that each employee has the right to join or not to join the employees' union or association as mandated in the Philippine Constitution. Accordingly, the Clearing Officer/Official shall check whether the employee filing for clearance is a member or not. If the employee is a not a member, N/A should be indicated in the clearance form.
2. All are reminded that this Office adheres to the Equal Opportunity Principle (EOP). Hence, all decisions and actions shall be based solely on guidelines set forth, with no discrimination on the account of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity or political affiliation.
3. Immediate and wide dissemination of this memorandum is desired.


OLGA C. ALONSABE, PhD, CESO V
Schools Division Superintendent

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

CLEARANCE FORMS



Address: Zone 3, Poblacion, El Salvador City | Tel. No. (088) 855-0113
Website: www.depedelsalvadorcity.net | Email: elsalvador.city@deped.gov.ph



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CS Form No. 7
 Series of 2018

**DEPARTMENT OF EDUCATION
 CLEARANCE FORM**

(Instructions at the back)

I PURPOSE				
				Date of Application _____
TO: DIVISION OF EL SALVADOR CITY				
I hereby request for clearance from money, property and work-related accountabilities for:				
Purpose: <input type="checkbox"/> Transfer <input type="checkbox"/> Resignation <input type="checkbox"/> Other Mode of Separation:				
<input type="checkbox"/> Retirement <input type="checkbox"/> Leave Please specify: _____				
Effectivity/Inclusive Period: _____				
Office of Assignment: _____			Name and Signature of Employee	
Position/SG/Step: _____				
II CLEARANCE FROM WORK-RELATED ACCOUNTABILITIES				
We hereby certify that this employee is cleared <input type="checkbox"/> / not cleared <input type="checkbox"/> of work-related accountabilities from this Unit/Office/Dept.				
_____ Immediate Supervisor			OLGA C. ALONSABE, PhD, CESO V Head of Office	
III CLEARANCE FROM MONEY AND PROPERTY ACCOUNTABILITIES				
Name of Unit/Office/Department	Cleared	Not Cleared	Name of Clearing Officer/Official	Signature
1. Administration Sector				
Supply and Property Procurement and a. Management Services			ALAN T. SACULINGAN	
b. Human Resource Welfare & Assistance			ANNA MAE M. ATILLO	
Agency-accredited Union/Cooperative c. (DEPED NEU, if applicable)			JEFFREY M. MARTINEZ	
2. Library				
a. Legal Office Library			N/A	
b. Library Services			EMELIE G. YUBUCO	
3. Finance and Assets Management				
a. Financial Services			MARICEL B. JANGAO	
b. Transaction, Processing & Billing Services			RIZAN L. SARDANE	
c. Payroll & Remittance Services			KENNETH ANGEL B. GUILLENA	
4. Professional and Institutional Development				
a. Scholarship Services			KAREN ROSE A. SERRANIA	
IV CERTIFICATION OF NO PENDING ADMINISTRATIVE CASE:				
a. Internal Affairs Office/Legal Affairs Office			JEFFREY M. MARTINEZ	
<input type="checkbox"/> with pending administrative case <input type="checkbox"/> with ongoing investigation (no formal charge yet)				
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, PhD, CESO V Schools Division Superintendent				



INSTRUCTIONS:

1. Employees who are retiring, being separated, transferring to other agencies, leaving the Philippines and going on leave of absence **for more than 30 days** shall prepare this form in quadruplicate.
2. This clearance should be duly accomplished before paying the last salary or any money due the employees. (Specify which type of clearance: maternity leave, retirement, transfer, etc.)
3. If the employees are cleared from a unit/office/department, the clearing/authorized official may attach to this clearance the pertinent document/s that shall prove that the employees are cleared of any obligation or accountability from their office, if any, and tick the box under the "Cleared" column before affixing their signatures.
4. If the employees appear to have uncleared accountability/ies from a unit/office/department, the clearing/authorized official shall attach to this clearance the pertinent document/s that shall prove that the employees have remaining obligation or accountability from their office further indicating the necessary action/s that the employee must satisfy in order to be cleared, and tick the box under the "Uncleared" column. The clearing/authorized official must only sign this clearance corresponding to their name once the employee have complied the necessary requirements and cleared of all the obligation/s and accountability/ies from their office. They must also tick the box under the "Cleared" column.
5. The HRMO shall distribute copies of approved clearance as follows: original to the employee; duplicate to be attached to the payroll or voucher; triplicate to human resource unit file; and fourth copy to accounting/auditing office.
6. Processing of clearance certificate shall follow the order of number indicated.



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CLEARANCE FORM FOR TEACHERS
(every end of SY and/or upon separation from the service)

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: _____		Name and Signature of Employee
Position/SG/Step: _____		

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 / not cleared of work-related, property and money accountabilities from this Unit/Office/Dept.

 Grade Level/ Subject Area Coordinator

 School Head

IV HEALTH & WELLNESS <i>(govt. employees are required to be physically and mentally fit)</i>				
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, PhD, CESO V Schools Division Superintendent

