



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

CLEARANCE FORM FOR TEACHERS

(every end of SY and/or upon separation from the service)

I	PURPOSE		
		Date of Application _____	
TO: DIVISION OF EL SALVADOR CITY		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-</i> Transcript of Records 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/
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	<p>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.</p> <p style="text-align: center;">RANDOLPH B. TORTOLA Schools Division Superintendent</p>
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