

April 25, 2017

**DIVISION MEMORANDUM**

No. 274, s. 2017

**DIVISION CLEARANCE FOR DISTRICT SUPERVISORS  
AND SCHOOL ADMINISTRATORS**

**To:** PSDS/District OICs  
Elementary/Secondary School Administrators

1. Pursuant to DepEd Order No. 17, s. 2005, DepEd Order No. 25, s. 2003, and provisions of the Civil Service Manual quoted hereunder, this Office reminds the field of the compliance and submission of Division Clearance for District Supervisors and School Administrators.

2. The provisions of the Civil Service Manual particularly read:

*“336. The accomplishment of BPS Form No. 122 (Teachers Clearance) also be required of all national (Insular and Provincial Teachers) at the close of each school year, regardless of whether or not they go on leave.”*

*“339. Before allowing final salary payment to any teacher, upon his resignation, or transfer, or extended leave (60 days or more), or at the end of the school year, the clearance showing that he is cleared of all property and money responsibility must be submitted.”*

3. For purposes of the compliance of this requirement, the term “Teacher” shall include Public Schools District Supervisors and School Administrators.

4. Attached herewith is the Division Clearance Form for SY 2016-2017 prescribed by this Office to be accomplished and to be submitted on or before the 15<sup>th</sup> day of May 2017.

5. Please be informed that non-compliance of the said clearance will constrain this Office in holding the release of salary of the concerned DepEd personnel for the month of May and/or filing of administrative charges.

For:

**DR. RHEA MAR A. ANGTUD, CESO VI**  
Schools Division Superintendent

  
**DR. ESTER A. FUTALAN**  
Assistant Schools Division Superintendent  
Officer-In-Charge

**Supervisors' and Administrators' Division Clearance**  
for SY 2016-2017

Name: \_\_\_\_\_

School: \_\_\_\_\_

Position Title: \_\_\_\_\_

District: \_\_\_\_\_

Checklist of Accountabilities	Authorized Official	Signature	Date Signed
<b>Accounting (Liquidation)</b>			
MOOE Downloading	<b>Ms. Riann C. Villamante</b>		
DICP 2015			
Senior High School (1st Tranche)			
Senior High School (2nd Tranche)			
Biometrics 2016			
School to School Partnership			
School-based Feeding Program			
Carrer Guidance Advocacy Program			
Division Office Cash Advances			
Pest Control			
H-Fever/ Dengue			
List of teachers with school clearance, and without school clearance			
<b>ASDS (Dr. Futralan)</b>			
List of Sch. Heads indicating length of service in present station, position and designation	<b>Dr. Ester A. Futralan</b>		
Certification from Shc. Heads of status of released teaching and non-teaching proposals/pink folder (indicate reason/s for unsubmitted proposals/pink folder)			
Certification as to the number of Teacher Items received and its status			
<b>Budget</b>			
SOB/AIP	<b>Ms. Maxima M. Truya</b>		
<b>CID</b>			
CID Monitoring Report (Jan. to Mar. 2017)	<b>Dr. Mary Ann P. Flores</b>		
LAC Accomplishment Report (Jan. to Mar. 2017)			
No. of teachers w/o TGs (by Grade Level by Subject Area)			

<b>EMIS (Reports)</b>			
School Form 4	<b>Ms. Agustina Albiso</b>		
School Form 6			
School Form 7			
Printe Copy of NSBI 2016			
<b>Health and Nutrition (Reports)</b>			
Consolidated Nutritional Status (Baseline & Endline)	<b>Dr. Asterterie Bernales/ Dr. Virgilio Tantuico</b>		
Deworming (1st & 2nd Dose)			
Nutritional Status for 4 Ps Recipients (Baseline & Endline)			
4 Ps Deworming (1st & 2nd Dose)			
PWD Nutritional Status (Baseline & Endline)			
PWD Deworming (1st & 2nd Dose)			
ASNP Seed Money Report/Revolving Fund			
Applied Nutrition Program of Activities			
Consolidated Visual Acuity Report (June 2016)			
Administrator's Health Supervision Report (Form 11)			
Updated Record of Daily Treatment in School Clinic (Form 59) from June 2016 to March 2017 using Pharmacologic Medicines			
Updated Record of Daily Treatment in School Clinic (Form 59) from June 2016 to March 2017 using Herbal Medicines			
Update Daily Classroom Health Observation Record from June 2016 to March 2017			
Teachers' Health Examinations Records (Form 86)			
Dental Record of Accomplishment			
Dental Toothbrushing Drill Record			
School health Assessment Report of School Nurse (Form 56)			
Medicine Supplies Received			
Handwashing Activities			
Health Inspection/Exam. Records (Form 58) - <b>Sec. Schools only</b>			
Health Cards (Form 137-E			
School-based Feeding Program Report (Terminal & Liquidation)			
OL Trap Report			

OLY Report	<b>Dr. Asterterie Bernales/ Dr. Virgilio Tantuico</b>		
Larviciding Program Report (Temephos)			
NTP/Health Profiling			
Health Personnel Logbook			
School-based Immunization Program Report			
<b>Information and Communications Technology</b>			
Submission of Issuance of Certificate of Acceptance for DCP 2015 packages under Batch 33 (DM No. 210, s. 2017)	<b>Mr. Emmanuel Mendoza</b>		
Preparation of the DCP Project Monitoring (DM No. 145, s. 2017)			
ICT Skills Mapping (DM No. 159, s. 2017)			
List of E-mail Addresses, Facebook Accounts, Date of Birth and Contact Nos. of Teaching and Non-teaching Personnel			
<b>Physical Facilities</b>			
School Site Development Plan	<b>Engr. April Custodio</b>		
Earthquake Drill Narrative Report			
Gulayan sa Paaralan			
Waste Management			
Tree Growing			
Disaster Risk Reduction			
<b>Property and Supply (Reports)</b>			
Physical Count of Inventories (RPCI), which includes inventories of donations from Brigada Eskwela and donations from Private Individuals or Corporations	<b>Mr. Patricio Gonzga</b>		
Registry of Assets, which includes all buildings, school sites and equipment			
<b>SGOD (Social Mobilization)</b>			
School to School Partnership Program Report	<b>Dr. Novie O. Mangubat</b>		
Adopt-A-School program Report			
Brigada Eskwela Program Report			
DRRE			

**SGOD (Monitoring and Evaluation)**

**Quarterly SMEA/DsMEA Report**

**Dr. Novie O. Mangubat**

**Submitted by:**

\_\_\_\_\_  
Name/Position Title/Designation

**Recommending approval:**

\_\_\_\_\_  
ASDS (Area In-Charge)

**APPROVED:**

**DR. RHEA MAR A. ANGTUD, CESO VI**  
Schools Division Superintendent