




March 13, 2018

DIVISION MEMORANDUM
No. 200, s. 2018

NEW DIVISION CLEARANCE FORM (CS Form No. 7)

To: PSDS/District OICs
Elementary/Secondary School Administrators

1. Pursuant to the **2017 Omnibus Rules on Appointments and other Human Resource Actions (ORAOHRA)**, the Office of the Civil Service Commission had required all government agencies to comply with CS Form No. 7, series of 2017 (machine-copy attached hereto).
2. As a result, the new CS Form No. 7 will replace the old Division Clearance form of this Office for the following purposes effective immediately:
 - *Maternity*
 - *Leave of Absence (1 month or beyond)*
 - *Travel Abroad*
 - *Resignation*
 - *Retirement*
 - *Transfer to another Unit or Division.*
3. Be it noted that the new Form No. 7 will not, in any way, replace the Year-End Clearance required by this Office from PSDS, Principals and School Heads every end of the school year.
4. For your information, compliance and wide dissemination.


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

DEPARTMENT OF EDUCATION
CEBU PROVINCE
CLEARANCE FORM

I	PURPOSE (please write legibly the purpose)	_____ Date of Application
TO:	DEPED CEBU PROVINCE	
I hereby apply for clearance from money, property and work-related accountabilities for:		
Purpose: <input type="checkbox"/> Transfer / CLP <input type="checkbox"/> Resignation Other Mode of Separation: _____		
<input type="checkbox"/> Sick Leave <input type="checkbox"/> Personal Leave Please specify: _____		
<input type="checkbox"/> Retirement <input type="checkbox"/> Monetization		
<input type="checkbox"/> Travel Abroad <input type="checkbox"/> Maternity		
• If travel abroad, please indicate country/destination : _____		
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 applicant is cleared of work-related accountabilities from this Unit/Office/Dept.	
_____ Principal/School Head/Immediate Head	_____ District Supervisor
JEREMY C. DENAMPO Administrative Officer V	

III	CLEARANCE FROM MONEY AND PROPERTY ACCOUNTABILITIES			
Name of Unit/Office/Department	Cleared	Not Cleared	Name of Clearing Officer/Official	Signature
1. Administration Sector				
a. Supply and Property Procurement and Management Services			PATRICIO J. GONZAGA	
b. Human Resource Welfare & Assistance			N/A	
c. Agency-accredited Union/Cooperative			N/A	
2. Library				
a. Legal Office Library			N/A	
b. Library Services			N/A	
3. Finance and Assets Management				
a. As to Cash Accountability			MA. TERESA A. PERALTA	
b. Division Accountant			RIANN C. VILLAMANTE	
c. Financial Services			N/A	
d. Transaction, Processing & Billing Services			N/A	
e. Payroll & Remittance Services			N/A	
4. Professional and Institutional Development				
a. Scholarship Services			N/A	

IV	CERTIFICATION OF NO PENDING ADMINISTRATIVE CASE:			
a. Internal Affairs Office/Legal Affairs Office (not applicable for Maternity & Monetization)			ATTY. ORVILLE DELA CERNA	
<input type="checkbox"/> with pending administrative case <input type="checkbox"/> with ongoing investigation (no formal charge yet)				

V	CERTIFICATION
RHEA MAR A. ANGTUD, Ed.D., CESO VI Schools Division Superintendent	