



Republic of the Philippines

Department of Education

Region VII, Central Visayas

**DIVISION OF CEBU PROVINCE**

Sudlon, Lahug, Cebu City



March 27, 2018

**DIVISION MEMORANDUM**

No. s. 222 2018

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

**TO : Assistant Superintendents  
Division Supervisors/Coordinators  
District Supervisors/OIC's  
Elementary and Secondary School Heads**

1. This Office announces the compliance and submission of Teachers, School Heads, PSDSs, and Division Personnel Clearance for SY 2017-2018.

2. It has come to the attention of this Office that there are teachers, school heads, PSDSs, and Division Personnel who failed to submit their clearance at the end of the school year.

3. To ensure 100 % submission of the said end-of-the-school year requirement, all school heads are directed to submit photocopy (compiled in a folder) the signed teachers' clearance arranged alphabetically separating males from females and all PSDSs are also directed to submit photocopy of the signed School Heads' Clearance in their respective districts on or before 5<sup>th</sup> day of May 2018 to the Chief of the SGOD, Dr. Novie O. Mangubat.

3. Furthermore, all school heads are also required to submit the PTA Funds and School Canteen Liquidation complete with attached receipts and other supporting document .

4. Please be informed that noncompliance 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.

5. Attached herewith is the Division Clearance for SY 2017-2018 prescribed by this Office to be accomplished and to be submitted on the date afore-mentioned.

6. Immediate dissemination with this Memorandum is directed.

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

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# Supervisor's and Administrators' Division Clearance

for SY 2017-2018

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

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

Checklist of Accountabilities	Initial	Authorized Official	Signature	Date Signed
<b>Accounting (Liquidation)</b>				
MOOE Downloading		<b>Ms. Riann C. Villamante</b>		
DICP 2016				
Senior High School (1st tranche)				
Senior High School (2nd tranche) - SHS 2017				
Biometrics 2017				
School to School Partnership				
School -based Feeding Program				
Career Guidance Advocacy Program				
Division Office Cash Advances				
Pest Control				
H-Fever/Dengue				
Gulayan sa Paaralan				
First Aide Kit				
List of teachers with school clearance, & without clearance				
<b>ASDS (Dr. Futralan)</b>				
List of school heads indicating length of service in present station, position and designation		<b>Dr. Ester A. Futralan</b>		
Certification from School Heads of status of released teaching & non-teaching proposals/pink folder(indicate reason/s for unsubmitted proposals/pink folder)				
Certification as to the number of Teacher items received & its status				
<b>SGOD</b>				
School-to-School Partnership Program Report		<b>Dr. Novie O. Mangubat</b>		
Adopt-A-School Program Report				
School-Based Management				
Pantawid Pamilyang Pilipino Program (4Ps)				
Continuous Improvement				
Brigada Eskwela				
DRRE and Earthquake Drill Narrative Report				
Quarterly SMEA/DsMEA Report				
List of Private elementary & Secondary schools in the district				
Gulayan sa Paaralan				
Waste Manangement				
Tree Growing				
Edible Landscaping				
PTA Funds Liquidation				
Canteen Funds Liquidation				
<b>CID</b>				
List of Competencies not Taught By Grade Level by Subject Area		<b>Dr. Mary Ann Flores</b>		
List of Least Learned Skills By Grade Level by Subject Area (at least 10)				
Lesson Plan Harvesting Program (Complete Submission)				
Inventory of LR Resources as of March 2018				
Annual Implementation Plan				
SOB for SHS				
APP				
Summer Immersion program for Teachers				
List of Offering (Grade 11&12)				
<b>BUDGET</b>				
SOB/AIP/APP		<b>Ms. Maxima Truya</b>		
<b>Education Facilities Section</b>				
School Site Development Plan as of December 2017		<b>Engr. April Custodio</b>		
Pictures of Buildings & Structures in the Site Development Plan (w/ label)				

Checklist of Accountabilities	Initial	Authorized Official	Signature	Date Signed
District/School DRR Coordinator		Ester Roldan		
<b>Property and Supply</b>				
Physical Count of Inventories (RCPI), which includes inventories of donations from Brigada Ekswela & donations from Private individuals or Corporations INCLUDING Report on Losses/Damaged Properties		Mr. Patricio Gonzaga		
Registry of Assets, which includes all buildings, school sites & equipment				
Report on Property, Plant & Equipments				
<b>ADMIN SECTION</b>				
List of teachers with school clearance, & without clearance		Mr. Jeremy Denampo		
<b>LEGAL SECTION</b>				
Child Protection Reports		Atty. Orville dela Cerna		
<b>EMIS (Reports)</b>				
School Form 4		Ms. Agustina Albiso		
School Form 6				
School Form 7				
Printed & Soft Copy Of Statistical Data				
<b>Health and Nutrition ( Reports)</b>		Dr. Asterterie Bernales/Dr. Virgilio Tantuico		
OLY Report				
Iarviciding Program Report (Temephos)				
NTP/Health Profiling				
health Personnel Logbook				
School-based immunization Program Report				
Consolidated   Nutritional Status (Baseline & Endline)				
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 Nutrition Program of Activities				
Consolidated Visual Activity Report (June 2017)				
Administrator's Health Supervision Report (Form 11)				
Updated Report of Daily Treatment in School Clinic (Form 59) from June 2017- to March 2018) using Pharmacologic medicines				
Updated Report of Daily Treatment in School Clinic (Form 59) from June 2017- to March 2018) using Herbal Medicines				
Update Daily Classroom Health Observation Record from June 2017-March 2018				
Teachers' Health Examinations Records ( Form 86)				
Dental Record Accomplishment				
Dental Toothbrushing Drill Report				
School Health Assessment Report of School Nurse (Form 56)				
Medicine Supplies Received				
Handwashing Activities				
Health Inspection/Exam.Records (Form58) Sec. Schools Only				
Health Card ( Form 137-E)				
School-based Feeding Program Report (Terminal & Liquidation)				
OL Trap Report				

Submitted by :

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

Recommending Approval:

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

APPROVED :

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