



April 2018

DIVISION MEMORANDUM

No. 278, s. 2018

2017 YEAR-END CLEARANCE FOR NON-TEACHING PERSONNEL

To: All Non-teaching Personnel
(Division Office and Field)

1. The non-teaching personnel of this Office, including all assigned in the districts and schools, are hereby directed to comply with the Year-end Clearance for CY 2017.
2. The term “non-teaching personnel” shall include those who are required to report for work during Christmas and long summer vacation.
3. The Year-end Clearance Form, attached to this Memorandum, shall be accomplished and submitted to **Mr. Jeremy C. Denampo**, Administrative Officer V, on or before May 11, 2018.
4. Failure to submit the same within the required period would mean the holding of the release of the salary of the personnel concerned without prejudice to the filing of appropriate administrative charges if deemed necessary.
5. For strict compliance.


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

Republic of the Philippines
Department of Education
 Region VII, Central Visayas
DIVISION OF CEBU PROVINCE
 Sudlon, Lahug, Cebu City

**YEAR-END CLEARANCE FOR NON-TEACHING PERSONNEL
 (CY 2017)**

Important: This form must be accomplished on or before May 11, 2018

Name : _____

Position Title: _____

Unit/Section	Approving Personnel	Signature	Remarks
Accounting Liquidation Financial Reports (for Financial Staff only)	Riann C. Villamante, CPA		
Dental Dental Check -up	Dr. Glynis Guinocor		
Disbursing Liquidation (Petty Cash)	Ma. Teresa A. Peralta		
Legal Non pendency of Admin Case	Atty. Orville dela Cerna		
Medical Urinalysis X-ray	Dr. Asterterie Bernales/ Dr. Virgilio Tantunico		
Supply and Property Property Accountability	Patricio J. Gonzaga		

This is to certify that I have accomplished this form faithfully in accordance to

Accomplished by:

Recommending Approval:

APPROVED:

Signature over printed name

Jeremy C. Denampo, Ll.B.

DR. RHEA MAR A. ANGTUD, CESO VI

Date Accomplished: _____

Administrative Officer V

Schools Division Superintendent