

April 23, 2018

**DIVISION MEMORANDUM**

No. 279, s. 2018

**CORRIGENDUM TO DIVISION MEMORANDUM NO. 222, s. 2018**

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

1. Attention is hereby invited from the personnel concerned relative to Division Memorandum No. 222, s. 2018 (Division Clearance for District Supervisors and School Administrators).

2. Please be informed that part of paragraph no. 3 of the said memorandum is hereby changed and corrected to wit:

“.....all PSDSs are also directed to submit photocopy of 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.”

to

“.....all PSDSs are also directed to submit their own signed and approved Year-end Clearance and that of their School Heads, in original copy, on or before the 5<sup>th</sup> day of May 2018 to Mr. Jeremy C. Denampo, Administrative Officer V.”


3. Reiterated also in this Memorandum is the stern warning that failure/non-compliance therewith will result in the holding of the release of the salary for the month of May 2018, without prejudice to the filing of appropriate administrative charges if deemed necessary.

4. 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.”*

5. For widest dissemination and strict compliance.

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