

April 26, 2019

DIVISION MEMORANDUM

No. 242, s. 2019

YEAR-END CLEARANCE FOR DISTRICT SUPERVISORS, SCHOOL ADMINISTRATORS AND NON-TEACHING PERSONNEL FOR SY 2018-2019

To: PSDS/District OICs
Elementary/Secondary School Administrators
Division Office Personnel

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 compliance and submission of Division Clearance for District Supervisors, School Administrators and Non-teaching Personnel.

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. It is understood that non-teaching personnel are covered by the provisions mentioned above since the accountability, pertaining to property and monetary, is also expected due to the nature of their respective responsibilities and duties.

4. Attached herewith are the Division Clearance Forms for SY 2018-2019 prescribed by this Office to be accomplished and to be submitted on or before the 31st day of May 2019.

For:

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


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

Year-end Clearance for School Administrators and District Supervisors
for SY 2018-19

Name: _____

Position Title/Designation: _____

School/District: _____

| Checklist of Accountabilities | Authorized Official to sign and approve | Signature |
|--|--|------------------|
| Accounting | | |
| MOOE Downloading | Ms. Riann C. Villamante | |
| SHS MOOE Downloading | | |
| DCP 2018 | | |
| Biometrics | | |
| School-based Feeding Program | | |
| Gulayan sa Paaralan Program | | |
| DRRM Funds | | |
| Career Guidance Advocacy Program | | |
| Division Office Cash Advances | | |
| Pest Control | | |
| First Aide Kit | | |
| H-Fever/ Dengue | | |
| Trust-Cash Advances | | |
| Downloaded Anniversary Bonus | | |
| ASDS | | |
| Submission of Ranklist for Promotion/Transfer | Dr. Ester A. Futralan | |
| Submission of RPMS (according to cluster) | | |
| Submission of RPMS (according to cluster) | Dr. Cartesa Perico | |
| Submission of RPMS (according to cluster for permanent personnel RPMS and RPMS of all probationary personnel) | Dr. Leah Apao | |
| Budget | | |
| SOB/AIP/APP | Ms. Maxima M. Truya | |
| CID | | |
| SFCR2 (PSDS) | Dr. Mary Ann P. Flores | |
| Soft Copy of LAC Accomplishment Report w/ pictures (Jan. to Mar. 2019 Elem & Sec. SHS) | | |
| Soft Copy of unpublished teachers articles re: SHS Curriculum Implementation/Innovation/Best Practices (Sec. Schools only) | | |
| Property and Supply | | |
| Inventory of Equipment/Properties purchased through MOOE and other Funds | Mr. Patricio Gonzaga | |
| Records | | |
| Submission of SALN | Mr. Floren Semblante | |

| SGOD | | |
|---|----------------------------------|--|
| DRRE | Dr. Novie O. Mangubat | |
| Quarterly SMEA/DsMEA Report | | |
| NGP | | |
| School Form 4 | Dr. Roderic Goles | |
| School Form 6 | | |
| School Form 7 | | |
| Updated List of Teachers by Position Title | | |
| Year-end Report (March 2019 Enrolment, No. of Promotees, Drop-outs and Failures by Grade Level and Sex) | | |
| Chest X-ray and Urinalysis | Dr. Bernales/Dr. Tantuico | |
| School Site Development Plan | Engr. April Custodio | |
| Site Appraisal (2019 Form) | | |
| Pictures of recently constructed and repaired buildings and other structures | | |

Recommending Approval:

Assistant Schools Division Superintendent
(by cluster)

APPROVED:

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

Received for Recording and Filing:

JEREMY C. DENAMPO, LI.B.
Administrative Officer V

Date: _____