



DIVISION OFFICE CLEARANCE

I APPLICATION

FOR SCHOOL/DISTRICT PERSONNEL

Date of Application

TO: THE DEPED MISAMIS ORIENTAL DIVISION OFFICE

I hereby apply for clearance from money, property and other accountabilities for:

Purpose: _____ Effectivity/Inclusive Period: _____

Office of Assignment:

School/Section: _____

District/Division: _____

Address: _____

Signature over Printed Name:

Complete Name: _____

Position/Title: _____

II VERIFICATION

A. MONEY, PROPERTY AND OTHER ACCOUNTABILITIES

CLEARED

NOT
CLEARED

REMARKS

SIGNATURE

1. ADMINISTRATIVE DIVISION

Please check (✓)

a. Personnel Section:

As to attendance records and service credits

MELANIE C. ESTENZO
AO IV - Personnel Officer

b. Property and Supply Section:

As to property responsibility

ELEONOR P. CRUZ
AO IV - Supply Officer

c. Records Section:

As to filing of SALN and records borrowed

INGRID C. HEBRON
AO IV - Records Officer

d. Cashiering Section:

As to cash accountability

MARRISA FAY S. JADAP
AO IV - Cashier

2. FINANCE DIVISION

a. MODOECCO Office:

As to Division Office Credit Cooperative

BERNADETTE A. ESCALANTE
DO II - MODOECCO Treasurer

b. Budget Section:

**As to budget accountability
and Provident Fund**

MARK LORREN T. TEJANO
AO V - Budget Officer

c. Accounting Section:

**As to cash advances, accounts receivable
and salary/benefits overpayment**

ANGELITA S. RANALAN, CPA
Accountant III

3. LOCAL GOVERNMENT UNIT - Utilization of Special Education Fund (SEF)

Municipal General Services

Municipal Accountant

Municipal Mayor

B. PENDING ADMINISTRATIVE CASE:

a. Office of the Administrative Officer V (Administrative Division)

with pending administrative case

with ongoing investigation (no formal charge yet)

This certifies that the above DepEd Misamis Oriental Division Office officials verified the accountability(ies) of the applicant with the offices/financial institution/s indicated above, through Accountability Verification duly signed by their authorized signatories and accordingly indicated results of said verification in the appropriate spaces under Box II.

BERNADETTE P. SAMACO

Administrative Officer V

Date of Issuance

III CERTIFICATION

A.

This certifies that the above-named Employee is cleared from money, property and other accountabilities from the offices indicated above and that he/she has no record of any pending Administrative Case involving any act or omission constituting a ground for disciplinary action and that this application for DepEd Misamis Oriental Division Office Clearance is hereby:

APPROVED:

CHERRY MAE L. LIMBACO, Ph.D., CESO IV
Schools Division Superintendent, Head of Office

B.

This certifies that the above-mentioned employee has:

remaining uncleared accountabilities;

a record of pending Administrative Case

as indicated above, by reason of which this application for DepEd Misamis Oriental Division Office Clearance is hereby:

DISAPPROVED:

CHERRY MAE L. LIMBACO, Ph.D., CESO IV
Schools Division Superintendent, Head of Office