



Republic of the Philippines
Department of Education
DIVISION OF MISAMIS ORIENTAL

DIVISION MEMORANDUM

No. 164 s. 2019

To: Public Schools District Supervisors/ District In-charge
Elementary and Secondary School Heads
This Division

From: **RANDOLPH B. TORTOLA**
Schools Division Superintendent

Subject: **YEAR-END CLEARANCE FOR TEACHERS AND HEADS OF SCHOOLS**

Date: March 20, 2019

1. It has been a long practice in schools that teachers are being required to submit clearance at the end of every school year.
2. Pursuant to existing rules and regulations, a clearance from property and other accountabilities are required from officials and employees only in case of transfer, reassignment, retirement, and travel abroad. (DepEd Order No. 17, s.2005, DepEd Order 25, s. 2003, DECS Order No. 53, s. 1995, DECS Order No. 23, s. 1993, DECS Order 22,s. 1993, DECS Order No. 93, s. 1989, and DECS Order No. 12, s. 1986).
3. In case of loss of book/s by pupils/students, DepEd Order No. 25, s. 2003 entitled "Resolving Losses of Textbooks" provides the guidelines for issuance of clearance by the School property Custodian upon submission of all the required documents in the application for relief from accountability. Therefore, schools are reminded to adhere thereto.
4. Accordingly, considering that the teachers are only on vacation during summer, there is no necessity for clearance. However, this does not exempt the teachers from their obligations. They **MUST COMPLETE AND SUBMIT ALL REPORTS** and other requirements prior to vacation. For this purpose, School Heads should issue a memorandum enumerating or stating all documents/ reports to be submitted by teachers and other obligations to be complied regularly by the teachers including the schedule and deadline of submission/ compliance. The memorandum shall be circularized to all teachers for their information.
5. In case of failure to comply, a reminder may be issued by the School Head citing this Memorandum and the school memorandum issued. Willful failure to comply would be administratively accountable.
6. For information and guidance.

RBT/SGOD/rlg



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**LIST OF THE REQUIREMENTS FOR SECONDARY AND ELEMENTARY TEACHER
 PRINCIPALS,
 HEAD TEACHERS AND TEACHERS IN CHARGE
 SY 2018-2019**

Name of School Head: _____
 Contact Number: _____
 Email add: _____
 School: _____
 District: _____

I. REQUIRED REPORTS:	Date submitted	Person/s to receive in the Division Office	Remarks
1. Form 3 (SF-4) (March)			
2. School Site Development Plan (UPDATED)		Engr.Simo	
3. School Site Ownership Documents		Engr.Simo	
4. IPCRF (summary of teachers)		Chief SGOD	
5. IPCRF (School Head)		Chief SGOD	
6. Report on PVP (Elementary)		Ildena Jadap	
7 Report on PVP (Secondary)		Roily Gamao	
8. Form 18-E (SF-5) (Promotion Reports)		Ingrid Hebron	
9. Form 20 (SF-6) (Summarized Report on Promotion & Level of Proficiency)		E. Gamorot	
10. Electronic Copy of Form 137-E (CD)		Engr. Delig	
11. Electronic Copy of Teachers Profile -Service Record (updated) -Appointment (Scanned Copy) -Employees' Summary Profile		Engr. Delig	
12. School Report Card (SRC)		E. Gamorot	
13. Report on Natural Vacancies until May		Melanie Estenzo	
14. Form 7 (Elementary)		Ildena Jadap	
Form 7 (Secondary)		R. Gamao	
15. SALN (Summary of teachers)		I. Hebron	
16. Report of incumbent teachers be on leave in June		I.Hebron	
17. DHRIS duly accomplished		Engr. Delig	
18. Corrected salary against latest appointment		A. Ranalan	
19. List of teachers from non- implementing units to implementing units		Melanie Estenzo	
20. Internet Connection		Engr. Freddiejun Delig	
21. Annual Narrative Report		Edwin Gamorot	
II. PROPERTY AND MONEY RESPONSIBILITIES	Date Submitted	Person/s to receive in the - Division Office	Remarks
1. Settlement of Suspension/ Disallowance		Division Acct. - A. Ranalan	
2. Inventory of Property Left in the school/room		Div. Supply Officer - E. Cruz	
3. Inventory of donated properties (with deed of donation)		Div. Supply Officer - E. Cruz	
4. Inventory of properties procured out of DepEd Funds		Div. Supply Officer - E. Cruz	
5. Inventory of properties procured out of School Board Fund		Div. Supply Officer - E. Cruz	
6. List of Books and Instructional Materials		Div. Supply Officer - E. Cruz	
7. Copy of Property Insurance (photocopy)		Div. Supply Officer - E. Cruz	
8. Property, Plant and Equipment (PPE Inventory)		Div. Supply Officer - E. Cruz	
9. Inventory of property purchased from IGP		School Property Custodian	



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**LIST OF THE SCHOOL YEAR-END REQUIREMENTS TO BE
 SUBMITTED BY TEACHERS
 S.Y. 2018-2019**

Name of the Teacher: _____

Contact Number: _____

Grade/ Year Level: _____

School: _____

Requirements	Person/s to receive the requirements	Date submitted	Remarks
1. Form 2 (March) SF2	Head of School		
2. Form 137 (Permanent Record) SF10	Head of School		
3. SF 5, Grading Sheets, Class Records	Head of School		
4. Form 138 (Report Cards) SF9	Head of School		
5. SALN	Head of School		
6. Community Tax Certificate (Photocopy)	Head of School		
7. IPCRF (2017-2018 8s 2018-2019)	Head of School		
8. Chest X-ray	Head of School		
9. Inventory of properties inside the classroom	Sch. Property Custodian		
10. Inventory of donated properties (with deed of donation)	Sch. Property Custodian		
11. Books and Im's, Lesson Plan/Log/Guides	Sch. Property Custodian		
12. Renewed PRC License (Photocopy) (if expired)	Head of School		
13. MOPSTEA	Treasurer		
14. Classroom Key (duplicate)	Head of School		
15. List of Books / Im's	Sch. Property Custodian		
16. O.R. for paid lost books (if any)	Head of School		
17. Birth Certificate (PSA) of students/pupils	Head of School		

No. Of Books	Title of Books	