



June 4, 2018


**DIVISION MEMORANDUM**  
No. 280 S. 2018

**DIVISION CLEARANCE FORM 2018**

To: Education Program Supervisors  
Public Schools District Supervisors/ In Charge  
Elementary and Secondary School Heads  
Teaching and Non-Teaching Personnel  
This Division

This Office informs all teaching and non-teaching personnel that a new Division Clearance Form as prescribed per Civil Service Commission's 2017 Omnibus Rules on Appointments and Other Human Resource Actions is to be used for personnel actions such as leave of absence, retirement, separation, transfer and others as required. See the new Division Clearance Form @ [depedmisor.net](http://depedmisor.net) downloadables.

For immediate dissemination and compliance.

  
**RANDOLPH B. TORTOLA**  
Schools Division Superintendent

RBT/bps/mce

**Department of Education**  
**DIVISION OF MISAMIS ORIENTAL**  
**CLEARANCE FORM**  
*(Instructions at the back)*

<b>I   PURPOSE</b>					
				_____ Date of Application	
<b>TO: <u>DIVISION OF MISAMIS ORIENTAL</u></b>					
I hereby apply for clearance from money, property and work-related accountabilities for:					
Purpose: <input type="checkbox"/> Transfer <input type="checkbox"/> Resignation <input type="checkbox"/> Other Mode of Separation:					
<input type="checkbox"/> Retirement <input type="checkbox"/> Leave                      Please specify: _____					
Effectivity/Inclusive Period: _____					
Office of Assignment: _____			_____		
Position/SG/Step: _____			Name and Signature of Employee		
<b>II   CLEARANCE FROM WORK-RELATED ACCOUNTABILITIES</b>					
I hereby certify that this applicant is cleared of work-related accountabilities from this Unit/Office/Dept.					
				_____ Head of Section/School Head	
<b>III   CLEARANCE FROM MONEY AND PROPERTY ACCOUNTABILITIES</b>					
<b>Name of Unit/Office/Department</b>		<b>Cleared</b>	<b>Not Cleared</b>	<b>Name of Clearing Officer/Official</b>	<b>Signature</b>
<b>1. Administration Sector</b>					
a. Supply and Property Procurement and Management Services				<b>ELEONOR P. CRUZ</b> AO IV - Supply Officer	
b. Human Resource Management Office				<b>MELANIE C. ESTENZO</b> AO IV - HRM Officer	
c. Agency-accredited Union/Cooperative				<b>MILA A. JANUBAS</b> Agriculturist II- MODOECCO Officer	
<b>2. Administrative/Records</b>					
a. Administrative Services				<b>BERNADETTE P. SAMACO</b> Administrative Officer V	
b. Records Section				<b>INGRID C. HEBRON</b> AO IV - Records Officer	
<b>3. Finance and Assets Management</b>					
a. Accounting Section: As to cash advances, accounts receivable and salary/benefits overpayment				<b>ANGELITA S. RANALAN, CPA</b> Accountant III	
b. Budget Section: As to budget accountability and Provident Fund				<b>MARK LORREN T. TEJANO</b> AO V - Budget Officer	
c. Payroll & Remittance Services				<b>BERNADETTE P. SAMACO</b> Administrative Officer V	
<b>4. Professional and Institutional Development</b>					
a. School Governance and Operations Division/Curriculum Implementation Division Services				<b>ROWENA H. PARA-ON</b> Assistant Schools Division Superintendent	
<b>IV   CERTIFICATION OF NO PENDING ADMINISTRATIVE CASE:</b>					
a. Internal Affairs Office/Legal Affairs Office				<b>JEDDAH MAY C. NANGCAS, Lawyer</b> OIC - Legal Office	
<input type="checkbox"/> with pending administrative case <input type="checkbox"/> with ongoing investigation (no formal charge yet)					
<b>V   CERTIFICATION</b>					
<b>RANDOLPH B. TORTOLA</b> Schools Division Superintendent					

**INSTRUCTIONS:**

1. Employees who are retiring, being separated, transferring to other agencies, leaving the Philippines and going on maternity leave of absence shall prepare this form in quadruplicate.
2. This clearance should be duly accomplished before paying the last salary or any money due the employees. (Specify which type of clearance: maternity leave, retirement, transfer, etc.)
3. If the employees are cleared from a unit/office/department, the clearing/authorized official may attach to this clearance the pertinent document/s that shall prove that the employees are cleared of any obligation or accountability from their office, if any, and tick the box under the "Cleared" column before affixing their signatures.
4. If the employees appear to have uncleared accountability/ies from a unit/office/department, the clearing/authorized official shall attach to this clearance the pertinent document/s that shall prove that the employees have remaining obligation or accountability from their office further indicating the necessary action/s that the employee must satisfy in order to be cleared, and tick the box under the "Uncleared" column. The clearing/authorized official must only sign this clearance corresponding to their name once the employee have complied the necessary requirements and cleared of all the obligation/s and accountability/ies from their office. They must also tick the box under the "Cleared" column.
5. The HRMO shall distribute copies of approved clearance as follows: original to the employee; duplicate to be attached to the payroll or voucher; triplicate to human resource unit file; and fourth copy to accounting/auditing office.
6. Processing of clearance certificate shall follow the order of number indicated.