



August 31, 2018


DIVISION MEMORANDUM
No. 491 S. 2018

REVISED 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 is prescribed pursuant to **CSC Resolution No. 1800692** promulgated on July 3, 2018, which amended the Civil Service Commission's 2017 Omnibus Rules on Appointments and Other Human Resource Actions (CSC Resolution No. 1701009). See this revised Division Clearance Form @ 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)

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