



DIVISION MEMORANDUM

June 27, 2014

No. 150 s.2014

GUIDELINES ON THE ISSUANCE OF DIVISION CLEARANCE

TO: DepEd Misamis Oriental Teaching & Non-Teaching Personnel
Public Schools District Supervisors
School Principals/School Heads

1. Consistent with the constitutional provisions on accountability of public officials and employees, this set of guidelines is issued to set up control mechanisms in preserving the integrity of the Division Clearance as an official document used in the processing of appointments, promotions, retirements, transfers, retirements, leaves, travels, grant of scholarships, claims of salaries and benefits and for other purposes.
2. A Division Clearance is an official document certifying that a person is properly cleared as to:
 - 2.1 Service/Leave Credits
 - 2.2 Property Accountability
 - 2.3 Financial Accountability
 - 2.4 Administrative Matters
3. The Division Clearance shall state the:
 - 3.1 First Name, Middle Name, Last Name of the person subject of the clearance
 - 3.2 Position/Designation
 - 3.3 Name of Station/Name of School, District
 - 3.4 Signatories of Officials authorize to oversee the processing of and validate/sign clearance and certification
 - 3.5 Specific Purpose for which the clearance is sought
 - 3.6 Effectivity Date and Date of Issuance
4. The Division Clearance shall be required in any of the following cases:
 - 4.1 Transfer from Regional Payroll System Paid School to Secondary School Implementing Units Payroll
 - 4.2 Transfer to Other Division or to any Government Offices outside the division
 - 4.3 Retirement
 - 4.4 Leave for 30 days or more without pay
 - 4.5 Travel Abroad regardless to the number of days applied
 - 4.7 Swapping
 - 4.6 Resignation
 - 4.7 Claim for Salaries/Benefits
5. For School Personnel in both elementary and secondary, a School Clearance shall be required for the issuance of the Division Clearance. Division Clearance Forms will be provided by the school/station. See attached Enclosure 1 or at depedmisor.net downloadables for the Division Clearance Form.
6. Immediate dissemination of this memorandum is desired.


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School District Supervisor