



DIVISION MEMORANDUM NO. 98, s. 2016

MARCH 8, 2016

To: All Education Program Supervisors  
Public Schools District Supervisors  
Elem. & Secondary School Heads  
Senior Education Program Specialist  
Education Program Specialist II

From: **CHERRY MAE L. LIMBACO, Ph.D, CESO V**  
Schools Division Superintendent

Re: **SUBMISSION of REQUIRED YEAR-END REPORTS**  
**for the SCHOOL YEAR 2015-2016 of ALL TEACHERS and SCHOOL HEADS**

The field is hereby informed of the following required year-end reports/materials which will be submitted at the end of the school year

For the teachers: Deadline **APRIL 15, 2016**

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| a. Form 2 (March)                      | i. Form 138  |
| b. Form 137 –E (Permanent Record)      | j. Inventory of Properties inside the classroom              |
| c. SF 5, Grading sheets, Class Records | k. Inventory of donated property/ies (with deed of donation) |
| d. SALN                                | l. Books and IMs, Lesson Plan/Log/Guides (1 SY)              |
| e. CTC (Photocopy)                     | m. Renewed PRC (photocopy)                                   |
| f. IPCRF (2015-2016 and 2016-2017)     | n. MOPSTE A  |
| g. Chest X-ray and Sputum              | o. Classroom key/keys (duplicate)                            |
| h. List of lost Books/IMs              |  |

For the School Heads: Deadline **APRIL 22, 2016**

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| a. Form 3 (SF4 March)                              | p. Inventory of Property left in the school/room                       |
| b. Sch. Site Dev't Plan (Updated)                  | q. Inventory of donated property/ies (with deed of donation)           |
| c. Sch. Site Ownership Docs.                       | r. Inventory of prop. procured of DepEd Funds                          |
| d. IPCRF (summary of teachers)                     | s. Inventory of prop. procured out of School Board Fund                |
| e. IPCRF (School Head)                             | t. List of lost books and IMs  |
| f. Clearance & Summary of clearance (all teachers) | u. Copy of policy insurance of prop. (photocopy)                       |
| g. Report on PVP                                   | v. SALN (Summary of teachers)  |
| h. Form 18-E (SF5)                                 | w. Report on Incumbent teachers be on leave in June                    |
| i. Form 20 (SF6)                                   | x. Inventory of prop. purchased from IGP                               |
| j. Electronic copy of 137-E (CD)                   | y. PPE   |
| Electronic copy of Teacher's Profile               | z. HRIS duly accomplished  |
| *Service record (updated)                          | aa. Corrected salary against latest appointment                        |
| *Appointment (scanned)                             | bb. List of teachers from non implementing units to implementing units |
| *Employees summary profile                         | cc. Internet connection  |
| k. Year-End Performance Indicators                 |  |
| l. Report on Natural vacancies until May           |  |
| m. CTC (Summary)                                   |  |
| n. Settlement of suspension/disallowance           |  |
| o. Property Inventory                              |  |



**CLEARANCE FOR SECONDARY AND ELEMENTARY PRINCIPALS,  
HEAD TEACHERS AND TEACHERS IN CHARGE  
SY 2015-2016**

**The Schools Division Superintendent**  
Division of Misamis Oriental  
Cagayan de Oro City

**Madam:**

**This is to inform your good office that I have satisfactorily accounted for all money and property for which I am responsible and that all requirements/reports of me have been submitted and duly attested to by the Officials in Charge as shown below:**

<b>I. REQUIRED REPORTS:</b>	<b>Elem. (Signatories)</b>	<b>Sec. (Signatories)</b>	<b>SIGNATURE</b>	<b>DATE CLEARED/SIGNED</b>
1. Form 3 (SF-4) (March)	PSDS	D.A.		
2. School Site Development Plan (UPDATED)	PSDS	Engr. S. Simo		
3. School Site Ownership Documents	PSDS	Engr. S. Simo		
4. IPCRF (summary of teachers)	PSDS	R. Magdugo		
5. IPCRF (School Head)	PSDS	R. Magdugo		
6. Clearance Summary (of all teachers in the School)	PSDS	D.A.		
7. Report on PVP	PSDS	D.A.		
8. Form 18-E(SF-5) (Promotion Reports)	PSDS	D.A.		
9. Form 20 (SF-6) (Summarized Report on Promotion & Level of Proficiency)	PSDS	D.A.		
10. Electronic COPY of FORM 137-E (CD)	PSDS	D.A.		
11. Electronic COPY of Teachers Profile - Service Record (updated) - Appointment (SCANNED Copy) - Employees' Summary Profile	PSDS	D.A.		
12. Year-End Performance Indicators	PSDS	D.A.		
13. Report on Natural Vacancies until May	PSDS	D.A.		
14. CTC (Summary)	PSDS	D.A.		
15. SALN (Summary of teachers)	PSDS	D.A.		
16. Report of incumbent teachers be on leave in June	PSDS	D.A.		
17. DHRIS duly accomplished	PSDS	Engr. Delig		
18. Corrected salary against latest appointment	PSDS	D.A.		
19. List of teachers from non implementing units to implementing units	PSDS	D.A.		
20. Internet Connection	PSDS	D.A.		

<b>II. PROPERTY AND MONEY RESPONSIBILITIES</b>	<b>Signatories</b>	<b>SIGNATURE</b>	<b>DATE CLEARED</b>
1. Settlement of Suspension/Disallowance	Division Accountant		
2. Property Inventory	Sch./ Dist. Property Custodian		
3. Inventory of Property Left in the school/rooms	Sch./ Dist. Property Custodian		
4. Inventory of donated property/ties (with deed of donation)	Sch./ Dist. Property Custodian		
5. Inventory of Property procured out of DepEd funds	Sch./ Dist. Property Custodian		
6. Inventory of Property procured out of School Board Fund	Sch./ Dist. Property Custodian		
7. List of lost Books and Instructional Materials	Sch./ Dist. Property Custodian		
8. Copy of Property Insurance (photocopy)	Legal Officer		
9. Property, Plant & Equipment (PPE)	Eleanor Cruz		
10. Inventory of property purchased from IGP	Sch./ Dist. Property Custodian		

Very truly yours,

\_\_\_\_\_  
Signature over Printed Name of Principal/School Head

Attested by:

\_\_\_\_\_  
RUDY O. MAGDUGO, Chief SGOD

\_\_\_\_\_  
ERLINDA G. DAEL, Ph.D., Chief CID

APPROVED

**CHERRY MAE L. LIMBACO, Ph.D., CESO V**  
Schools Division Superintendent



## CLEARANCE FOR TEACHERS

S.Y. 2015-2016

**THE SCHOOL HEAD**

School : \_\_\_\_\_

District : \_\_\_\_\_

Ma'am:

This is to inform you that I have satisfactorily accounted for all money and property for which I am responsible and all reports required of me have been accomplished and submitted.

Requirements	Signatories	Signature	Date cleared/signed
1. Form 2 (March)	Head of School		
2. Form 137 (Permanent Record)	Head of School		
3. SF 5, Grading Sheets, Class Records	Head of School		
4. Form 138 (Report Cards)	Head of School		
5. SALN	Head of School		
6. Community Tax Certificate (photocopy)	Head of School		
7. IPCRF (2015-2016 & 2016-2017)	Head of School		
8. Chest X-ray	Head of School		
9. Inventory of Property/ties inside the classroom	Sch. Prop. Custodian		
10. Inventory of donated property/ties (with deed of donation)	Sch. Prop. Custodian		
11. Books and IMS, Lesson plan/Log/Guides (1SY)	Sch. Prop. Custodian		
12. Renewed PRC License (photocopy)	Head of School		
13. MOPSTEA	Treasurer		
14. Classroom KEY (duplicate)	Head of School		
15. List of lost Books/IMs	Sch. Prop. Custodian		

No of Books	Title of Books	Unit Price	Total Price

Amount Paid: \_\_\_\_\_ O.R. Number: \_\_\_\_\_

My present address is \_\_\_\_\_  
and my **functional** cell phone number is \_\_\_\_\_.

Very truly yours,

\_\_\_\_\_  
Signature over Printed Name of Teacher

APPROVED:

\_\_\_\_\_  
Principal/ Cluster Head

Attested:

\_\_\_\_\_  
Public Schools District Supervisor