



Republic of the Philippines
Department of Education
REGION X
SCHOOLS DIVISION OF MISAMIS ORIENTAL

Office of the Schools Division
Superintendent

27 MAY 2024

DIVISION MEMORANDUM

No. 326, s. 2024

SUBMISSION OF DIVISION CLEARANCE AND INVENTORY REPORTS

To: Administrative Officers II
All Others Concerned
This Division

1. Pursuant to the records maintained in this office, Reassignment Orders as Administrative Officers II were issued by the Schools Division Superintendent dated March 27, 2024.
2. You were directed to clear yourself of all monetary and property accountabilities in your previous work assignments.
3. However, to date, this Office has not received any clearance as proof of the absence of such accountabilities.
4. In accordance with Section 2 of Presidential Decree No. 1445, which mandates that "all resources of the government shall be managed, expended or utilized in accordance with law and regulations, and safeguarded against loss or wastage through illegal or improper disposition, with a view to ensuring efficiency, economy and effectiveness in the operations of government. The responsibility to take care that such policy is faithfully adhered to rests directly with the chief or head of the government agency concerned," you are hereby required to submit all Inventory Reports (RPCI, RPCPPE, RPCSP) duly acknowledged by the incoming Administrative Officer II Custodian / School Head Custodian.
5. To ensure a seamless transition and orderly turnover of documents and responsibilities, you are hereby given a period of ten (10) days from the date of posting of this memorandum to submit the duly accomplished Division Clearance and Inventory Reports to this Office.
6. Should you have queries and clarifications regarding the Inventory Reports, you may contact **misor.supply@deped.gov.ph** or direct line: 856-4454 local 119.






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7. Immediate dissemination of, and strict compliance with, this Memorandum is hereby directed.

EDILBERTO L. OPLENARIA, EdD., CESO V
Schools Division Superintendent

For the Schools Division Superintendent


JANICE LOURDES S. RESURRECCION
Administrative Officer V
Officer In-charge
Office of the Schools Division Superintendent



OSDS/ELO/mama/jlsr



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