



DIVISION MEMORANDUM

May 27, 2016

No. 211 s.2016

GUIDELINES ON THE ISSUANCE OF DIVISION OFFICE CLEARANCE

TO: All 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 Office 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 Office Clearance is an official document certifying that a person is properly cleared as to:
 - 2.1 Attendance/Service/Leave Credits
 - 2.2 Property Accountability
 - 2.3 Records Accountability
 - 2.4 Financial Accountability
 - 2.5 Administrative Matters
3. The Division Office 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/Inclusive Period and Date of Issuance
4. The Division Office 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 Office Clearance. The updated Official Prescribed Clearance Form (see attached Enclosure 1) will be provided by the Office of Assignment/Station and can be downloaded at ww.depedmisor.net downloadables.
6. Immediate dissemination of this memorandum is desired.

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



FINANCE - MLT

Enclosure: Division Office Clearance Form



DIVISION OFFICE CLEARANCE

I APPLICATION

FOR SCHOOL/DISTRICT PERSONNEL

Date of Application

TO: THE DEPED MISAMIS ORIENTAL DIVISION OFFICE

I hereby apply for clearance from money, property and other accountabilities for:

Purpose: _____ Effectivity/Inclusive Period: _____

Office of Assignment:

School/Section: _____

District/Division: _____

Address: _____

Signature over Printed Name:

Complete Name: _____

Position/Title: _____

II VERIFICATION

A. MONEY, PROPERTY AND OTHER ACCOUNTABILITIES

CLEARED

NOT CLEARED

REMARKS

SIGNATURE

1. ADMINISTRATIVE DIVISION

Please check (✓)

a. Personnel Section:
As to attendance records and service credits

MELANIE C. ESTENZO
AO IV - Personnel Officer

b. Property and Supply Section:
As to property responsibility

ELEONOR P. CRUZ
AO IV - Supply Officer

c. Records Section:
As to filing of SALN and records borrowed

INGRID C. HEBRON
AO IV - Records Officer

d. Cashiering Section:
As to cash accountability

MARRISA FAY S. JADAP
AO IV - Cashier

2. FINANCE DIVISION

a. MODOECCO Office:
As to Division Office Credit Cooperative

BERNADETTE A. ESCALANTE
DO II - MODOECCO Treasurer

b. Budget Section:
As to budget accountability and Provident Fund

MARK LORREN T. TEJANO
AO V - Budget Officer

c. Accounting Section:
As to cash advances, accounts receivable and salary/benefits overpayment

ANGELITA S. RANALAN, CPA
Accountant III

3. LOCAL GOVERNMENT UNIT - Utilization of Special Education Fund (SEF)

Municipal General Services

Municipal Accountant

Municipal Mayor

B. PENDING ADMINISTRATIVE CASE:

a. Office of the Administrative Officer V (Administrative Division)

- with pending administrative case
 with ongoing investigation (no formal charge yet)

This certifies that the above DepEd Misamis Oriental Division Office officials verified the accountability(ies) of the applicant with the offices/financial institution/s indicated above, through Accountability Verification duly signed by their authorized signatories and accordingly indicated results of said verification in the appropriate spaces under Box II.

BERNADETTE P. SAMACO
Administrative Officer V

Date of Issuance

III CERTIFICATION

A. This certifies that the above-named Employee is cleared from money, property and other accountabilities from the offices indicated above and that he/she has no record of any pending Administrative Case involving any act or omission constituting a ground for disciplinary action and that this application for DepEd Misamis Oriental Division Office Clearance is hereby:

APPROVED:

CHERRY MAE L. LIMBACO, Ph.D., CESO IV
Schools Division Superintendent, Head of Office

B. This certifies that the above-mentioned employee has:

remaining uncleared accountabilities;
 a record of pending Administrative Case
as indicated above, by reason of which this application for DepEd Misamis Oriental Division Office Clearance is hereby:

DISAPPROVED:

CHERRY MAE L. LIMBACO, Ph.D., CESO IV
Schools Division Superintendent, Head of Office