



DEPARTMENT OF EDUCATION

Region X-Northern Mindanao

DIVISION OF MALAYBALAY CITY

Corner Dan Carlos-Guingona St., City of Malaybalay

Contact Numbers: 813-2894, 221-4597

Email Address: depedmalaybalay@gmail.com, Official website: www.depedmalaybalay.net



April 19, 2013 ²⁰¹³⁻⁰⁴⁻²²²
Deped-MALAYBALAY CITY DIVISION

RELEASED

DIVISION MEMORANDUM

No. 105

s. 2013

Date: 4/19/13 Time: 1:47 PM
By: [Signature]

SUBMISSION OF YEAR-END DIVISION CLEARANCE FOR SCHOOL ADMINISTRATORS FOR THE SCHOOL YEAR (SY) 2012-2013

TO : Education Program Supervisors-Designate and Division Coordinators-Designate
Public Schools District Supervisors
Elementary and Secondary School Principals
Section Heads
All Others Concerned

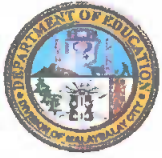
1. For information and guidance of all concerned, all public schools district supervisors and school heads are hereby directed to submit their year-end Division Clearance for the SY 2012-13 using the enclosed **Form YDC-01 for School Heads** and **Form YDC-02 for PSDS and Secondary School Heads**, whichever is applicable.
2. Basically, this serves as a year-end clearance of the school administrators from reports, monetary, and property accountabilities for the SY 2012-13.
3. This form shall be accomplished in triplicate (3) copies; Records Section of this Office, District Office, and Personal file. Submit it to the Office of the Schools Division Superintendent Attention: Florabelle R. Porrás, Records Officer-Designate, Records Section on or before May 15, 2013.
4. It is understood that this clearance is not valid for retirement purposes as another clearance form is needed for that matter.
5. For dissemination of and compliance with this Order.


EDILBERTO L. OPLENARIA
OIC, Schools Division Superintendent

Encl.:
As Stated

Copy furnished:
Records Section

To be posted in the Division Website



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Form YDC-01

YEAR-END DIVISION CLEARANCE FOR ELEMENTARY SCHOOL HEADS SY- _____

TO WHOM IT MAY CONCERN:

THIS IS TO CERTIFY that according to records filed in this Office, Ms./Mr.

_____, _____ (Position) _____ School, _____ District, DepEd Division of Malaybalay City is properly cleared as to the following:

Table with 4 columns: Reports/Monetary Property/Accountabilities, Person In-Charge, Signature, Date. Rows include PTA Treasurer, PTA President, School Treasurer, Property Custodian, Public Schools District Supervisor for Elementary School Head, District Steward, Records Officer-Designate (FLORABELLE R. PORRAS), Supply Officer II (SIBYL L. MAPUTI), Planning Officer II (PAUL JOHN P. ARIAS), Accountant II (RHYSA CYLE C. ROSALEJOS, CPA), and Administrative Officer V (JUTCHEL L. NAYRA, DPA).

This clearance is being issued to Ms. Mr. _____ in connection with his/her year-end Division Clearance for the School Year (SY) - _____.

EDILBERTO L. OPLENARIA
OIC, Schools Division Superintendent

(Note: This form shall be accomplished in triplicate (3) copies for the Division Office (Records Section file), District Office, and Personal file)



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Form YDC-02

**YEAR-END DIVISION CLEARANCE FOR PUBLIC SCHOOLS DISTRICT
 SUPERVISOR AND SECONDARY SCHOOL HEADS**
 SY- _____

TO WHOM IT MAY CONCERN:

THIS IS TO CERTIFY that according to records filed in this Office, Ms./Mr.

_____, _____
 (Position)

_____, DepEd Division of Malaybalay City is properly cleared

(District/School)

as to the following:

<i>Reports/Monetary/Property Accountabilities</i>	<i>Person In-Charge</i>	<i>Signature</i>	<i>Date</i>
1. PTA Treasurer	_____	_____	_____
2. PTA President	_____	_____	_____
3. School Treasurer	_____	_____	_____
4. Property Custodian	_____	_____	_____
5. Secondary School Principal IV for Secondary School Head	_____	_____	_____
6. District Steward	_____	_____	_____
7. Records Officer-Designate	FLORABELLE R. PORRAS	_____	_____
8. Supply Officer II	SIBYL L. MAPUTI	_____	_____
9. Planning Officer II	PAUL JOHN P. ARIAS	_____	_____
10. Accountant II	RHYSA CYLE C. ROSALEJOS, CPA	_____	_____
11. Administrative Officer V	JUTCHEL L. NAYRA, DPA	_____	_____

This clearance is being issued to Ms. /Mr. _____ in connection with his/her year-end Division Clearance for the School Year (SY) - _____.

EDILBERTO L. OPLENARIA
 OIC, Schools Division Superintendent

(Note: This form shall be accomplished in triplicate (3) copies for the Division Office (Records Section file), District Office, and Personal file)