

DEPARTMENT OF EDUCATION

Region X-Northern Mindanao

DIVISION OF MALAYBALAY CITY

Corner Don Carlos-Guingona St., City of Malaybalay Contact Numbers: 813-2854, 221-45 - *

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February 28, 2014 W CITY DIVISION LLEADED

> 62-28-14 Time: 10:11 AM

DIVISION MEMORANDUM

No. 80

s. 2014

DISSEMINATION OF DEPED MEMORANDUM NO. 19, S. 2014 RE: COLLECTION OF FEES FOR THE ISSUANCE OF OMBUDSMAN CLEARANCE

TO : Promotional Staff

Public Schools District Supervisors

Elementary and Secondary School Heads

Section Heads and Staff All Others Concerned

FROM : EDILBERTO L. OPLENARIA

Schools Division Superintendent

- 1. This Office hereby disseminates the herein DepEd Memorandum No. 19, s. 2014 which contained a copy of Office Circular No. 7, s. 2014 from the Office of the Ombudsman entitled Collection of Fees for the Issuance of the Ombudsman Clearance, which is selfexplanatory.
- 2. As reiterated in the same Memorandum, all officials and employees of the Department of Education including those in the regional and schools division offices, may apply for Ombudsman Clearance or Certification using the Form in Enclosure No. 2, entitled *Application for Ombudsman Clearance* through the following methods:
 - a. personally or through their respective liaison officers, by preparing at the Public Assistance Bureau - Clearance Division, Office of the Ombudsman, Agham Road, North Triangle, Diliman, Quezon City and paying the fee to the designated collecting officer; or
 - b. through mail, including the payment in postal money order (payable to the Office of the Ombudsman) in the exact amount.
- 3. For widest dissemination of this Memorandum.

Encl.:

As stated

Copy furnished:

Records Section

(Enclosure No. 1 to DepEd Memorandum No. 19, s. 2014)



Republic of the Philippines OFFICE OF THE OMBUDSMAN

Ombudsman Bldg., Agham Road, Government Center North Triangle, Diliman, Quezon City

OFFICE CIRCULAR NO. <u>C7</u>
Series of 2014

TO: Office of the Overall Deputy Ombudsman
All Offices of the Deputy Ombudsmen
Finance and Management Information Office
General Administration Office
Public Assistance and Corruption Prevention Bureau and counterpart
bureaus in the area/sectoral offices

RE: COLLECTION OF FEES FOR THE ISSUANCE OF

OMBUDSMAN CLEARANCE

DATE: 28 January 2014

WHEREAS, Memorandum Circular (MC) No. 05, series of 2012, dated 16 October 2012 provided the Guidelines on the Issuance of Ombudsman Clearance to set up control mechanisms in preserving the integrity of the Ombudsman Clearance as an official document used in the processing of appointments, promotions, retirements, transfers, resignations, travels, grant of service awards and scholarships in the public service, and for other purposes;

WHEREAS, as a requirement in the application for Ombudsman Clearance, Section 3.B.4 of MC No. 05 includes the payment of processing fee as may be determined and authorized under pertinent issuances;

WHEREAS, Section 4 of MC No. 05 states that processing fees shall be charged for the reasonable cost attending the processing of Ombudsman Clearances and Certification;

WHEREAS, Section 4 of MC No. 05 also directed the Assistant Ombudsman of the Finance and Management Information Office (FMIO) to study

Kaver 1/28/14 and recommend the schedule of fees to be charged for processing of Ombudsman Clearances and Certifications:

WHEREAS, the particular study undertaken by the FMIO revealed the need to collect processing fees based on a schedule depending on the purpose;

NOW, THEREFORE, in view of the foregoing, the undersigned hereby approves the following schedule of processing fees for the application of Ombudsman Clearance under MC No. 5:

Purpose	Amount of Fee
Retirement, Resignation, Death Claim, and	₽100.00
Rationalization	₽100.00
Employment, Promotion, Transfer, Appointment,	
Confirmation, Discharge, Foreign Assignment, and	₽150.00
Grant of Benefits unrelated to the preceding purpose	
Foreign Travel, Foreign Assignment, Study	
Grant/Scholarship, Recognition/Awards, Leave	
Application, Loan Application, Change of Name,	
Requirements by the Judicial and Bar Council, Civil	
Service Commission, Career Executive Service	
Board, Office of the President, Professional	₽200.00
Regulation Commission, Governance Commission	= 200.00
for GOCCs, Department of Foreign Affairs,	
Department of Labor and Employment, Bureau of	
Immigration, Land Transportation Office, National	
Bureau of Investigation, Philippine National Police,	·
and other agencies, Other Purposes	
Permit to Carry Firearms, Fidelity Bond and Bidding	₽500.00
Requirement	±200.00
Firearm License	₽1,000.00

Payment in cash or postal money order (payable to the Office of the Ombudsman) in the exact amount shall be paid to the designated collecting officer who shall issue an official receipt.

If payment was made by postal money order, the official receipt shall be attached to the duly issued Ombudsman Clearance or Certification.

The FMIO shall devise a provision for the necessary entry and tracking of payment in the online mode of application under Section 3.C.7 of MC No. 5.

The suspension of assessment of processing fee (under Section 7 as a transitory provision of MC No. 5) is lifted on the effectivity date of this Office Circular, without prejudice to related provisions under pertinent memoranda of agreement entered into by the Office.

This Office Circular shall take effect on February 1, 2014. Applications lodged before the effectivity date shall still be exempt from payment of the processing fee.

28 January 2014, Quezon City, Philippines.

ONCHITA CARPIO MORALES

Ombudsman





Republic of the Philippines Office of the Ombudsman Agham Road, Diliman, Quezon City

PAB Clearance Trunkline Email Website : (02) 926-8786 : (02) 479-7300 in line 12/22 : clearation 6 in 12/24 in line : www.ombucsinting 14/24

APPLICATION FOR OMBUDSMAN CLEARANCE

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