

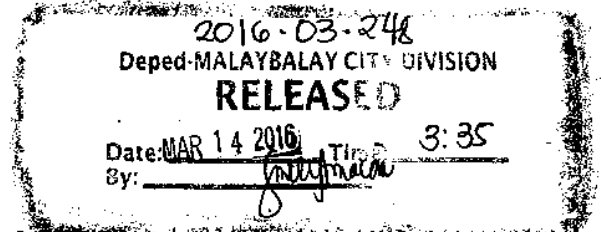


**DEPARTMENT OF EDUCATION**  
**Region X-Northern Mindanao**  
**DIVISION OF MALAYBALAY CITY**  
Corner Don Carlos-Guingona St., City of Malaybalay  
Contact Numbers: 813-2894, 221-4597  
Email Address: [depedmlycity@yahoo.com](mailto:depedmlycity@yahoo.com)



March 11, 2016

**DIVISION ORDER**  
No. 001, s.2016



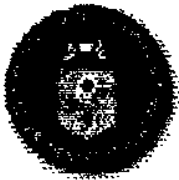
**TO** : Chief Education Supervisor and Staff, CID & SGOD  
Education Program Supervisors and Coordinators  
Public Schools District Supervisors  
Elementary and Secondary School Heads  
All Teaching and Non-Teaching Personnel  
This Division

*[Signature]*  
**FROM** : EDILBERTO L. OPLENARIA  
OIC, Schools Division Superintendent

**Re** : Use of the Revised Division Clearance

This Office hereby directs all concerned to use the revised Division Clearance in congruence with the Rationalized Structure of the Division Office. Attached are copies of the revised clearance classified into two (2) forms: Form 1 for School Heads and District Supervisors and Form 2 for Teaching and Non-Teaching Personnel of this Division. Such clearance shall be used by employees for retirement, resignation, transfer, leave of absence and application for permit to study and authority to travel abroad.

For compliance.



## DIVISION CLEARANCE

To Whom It May Concern:

This is to certify that according to records filed in this Office,  
Ms./Mr. \_\_\_\_\_  
School, \_\_\_\_\_ District, Division of Malaybalay City  
is properly cleared as to:

As to Curriculum Implementation Div. Reports: \_\_\_\_\_

RALPH T. QUIROG  
*Chief Education Supervisor, CID*

As to School Governance Div. Reports: \_\_\_\_\_

LORENZO O. CAPACIO  
*Chief Education Supervisor, SGOD*

As to Legal Accountability: \_\_\_\_\_

ATTY. OPHELIA PILAR RUBIO-ZAMORA  
*Attorney III*

As to Monetary Accountability and  
Provident Loan: \_\_\_\_\_

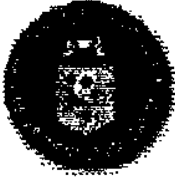
RHYSA CYLE C. ROSALEJOS  
*Accountant II*

As to Budgetary Reports: \_\_\_\_\_

SIBYL L. MAPUTI  
*Administrative Officer V-Budget*

As to Administrative Accountability: \_\_\_\_\_

JUTCHEL L. NAYRA, DPA  
*Administrative Officer V-Admin. Services*



Republic of the Philippines  
Department of Education  
**REGION X - NORTHERN MINDANAO**  
Gregorio A. Palaez, Sr. Memorial Sports Center  
Velez St., Cagayan de Oro City



As to Property Accountability:

\_\_\_\_\_  
EMELYN D. RAZO  
*OIC, Property & Supply*

As to DECS-BMPC Loan:

\_\_\_\_\_  
RUFELIA J. LIMBENGCO  
*Administrative Officer IV-Cash*

As to Unused Service Credits:

\_\_\_\_\_  
GUIA MA. G. GAMUTIN  
*Administrative Officer IV-Persomel*

This clearance is being issued to Ms./Mr. \_\_\_\_\_  
in connection with her application for \_\_\_\_\_ effective  
\_\_\_\_\_.

EDILBERTO L. OPLENARIA, CESO VI  
*OIC, Schools Division Superintendent*



Region X  
DIVISION OF MALAYBALAY CITY  
P6, Sayre Highway, Casisang, Malaybalay City

DIVISION CLEARANCE

To Whom It May Concern:

This is to certify that according to records filed in this Office,  
Ms./Mr. \_\_\_\_\_  
School, \_\_\_\_\_ District, Division of Malaybalay City  
is properly cleared as to:

As to Legal Accountability:

\_\_\_\_\_  
ATTY. OPHELIA PILAR RUBIO-ZAMORA  
*Attorney III*

As to Monetary Accountability and  
Provident Loan:

\_\_\_\_\_  
RHYSA CYLE C. ROSALEJOS  
*Accountant II*

As to Property Accountability:

\_\_\_\_\_  
EMELYN D. RAZO  
*OIC, Property & Supply*

As to DECS-BMPC Loan:

\_\_\_\_\_  
RUFELIA J. LIMBENGCO  
*Administrative Officer IV-Cash*

As to Unused Service Credits:

\_\_\_\_\_  
GUIA MA. G. GAMUTIN  
*Administrative Officer IV-Personnel*

This clearance is being issued to Ms./Mr. \_\_\_\_\_  
in connection with her application for \_\_\_\_\_ effective \_\_\_\_\_

\_\_\_\_\_  
EDILBERTO L. OPLENARIA, CESO VI  
*OIC, Schools Division Superintendent*