



Republic of the Philippines
Department of Education
Region X- Northern Mindanao
DIVISION OF MALAYBALAY CITY

DM-2019-05-159
DEPED MALAYBALAY CITY DIVISION
RELEASED
MAY 20 2019 9:30
BY: [Signature]

DIVISION MEMORANDUM

No. 159, s. 2019

TO: Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
School Heads (Elementary and Secondary)
Section / Unit Heads and Staff
All Others Concerned

FROM:  **REBONFAMIL R. BAGUIO**
Schools Division Superintendent
16 May 19

DATE: May 16, 2019

RE: PRESCRIBED DIVISION CLEARANCE FORM FOR TEACHING (PU Form 1);
NON-TEACHING AND TEACHING RELATED PERSONNEL (PU Form 2)

To promote speedy and efficient service, the Office hereby prescribes Division Clearance for Teaching, Non-Teaching, and Teaching Related Personnel effective immediately. The form can be downloaded at depedmalaybalay.net

- PU Form 1 – Teaching Employees
- PU Form 2 – Non-Teaching and Teaching Related Employees

Queries relative to this can be channeled to Guia Ma. G. Villahermosa, Administrative Officer IV at 0917-706-7745.

Incl. As stated

Copy furnished:

Records Unit
Personnel Unit

TO BE POSTED IN THE WEBSITE

Sayre Hi-way, Casisang, Malaybalay City
Telefax #: 088-314-0094, Tel.# 088-813-1246
Website: <http://depedmalaybalay.net>
Email: malaybalay.city@deped.gov.ph; depedmalaybalay@gmail.com



Republic of the Philippines
Department of Education
Region X- Northern Mindanao
DIVISION OF MALAYBALAY CITY

PU Form 1. DC (Teaching)

DIVISION CLEARANCE

To Whom It May Concern:

This is to certify that according to records filed in this Office,
_____ of _____,
(Name of Employee) (Position Title) (School)

_____, Division of Malaybalay City is properly cleared as to:
(District)

Legal:

ATTY. WINCERBOGNE L. PESISANO
Attorney III

Accounting:

RHYSA CYLE C. ROSALEJOS, CPA
Accountant III

Personnel:

GUIA MA. G. VILLAHERMOSA
Administrative Officer IV-Personnel

Property:

DARVY C. DAGUIMOL
Administrative Officer IV- Property

Administrative:

JUTCHEL L. NAYRA, DPA
Administrative Officer V

Real Property Tax:

ROSIE T. DUMAS
City Treasurer's Office

This clearance is being issued to _____ in
connection with his / her application for _____ effective
_____.

REBONFAMIL R. BAGUIO
Schools Division Superintendent

✓ To be accomplished in three (3) copies.



Republic of the Philippines
Department of Education
Region X- Northern Mindanao
DIVISION OF MALAYBALAY CITY

PU Form 2. DC (Non-Teaching and Teaching Related)

DIVISION CLEARANCE

To Whom It May Concern:

This is to certify that according to records filed in this Office,
_____ of _____,
(Name of Employee) (Position Title) (School)

_____, Division of Malaybalay City is properly cleared as to:
(District)

Legal:

ATTY. WINCERBOGNE L. PESISANO
Attorney III

Accounting:

RHISA CYLE C. ROSALEJOS, CPA
Accountant III

Budget:

SIBYL L. MAPUTI
Administrative Officer V- Budget

Personnel:

GUIA MA. G. VILLAHERMOSA
Administrative Officer IV-Personnel

Cash:

RUFELIA J. LIMBENGCO
Administrative Officer IV-Cash

Property:

DARVY C. DAGUIMOL
Administrative Officer IV- Property

Administrative:

JUTCHEL L. NAYRA, DPA
Administrative Officer V

Real Property Tax:

ROSIE T. DUMAS
City Treasurer's Office

This clearance is being issued to _____ in
connection with his / her application for _____ effective
_____.

REBONFAMIL R. BAGUIO
Schools Division Superintendent

✓To be accomplished in three(3) copies.