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: REBONAFIL M. R. BAGUIO
Schools Division Superintendent

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
Division Clearance

To Whom It May Concern:

This is to certify that according to records filed in this Office,

(Name of Employee) (Position Title) (School)

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

Legal:

ATTY. WINCERBOGNE L. PESISANO
Attorney III

Accounting:

RHYSY 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, ____________________________________________
(Name of Employee) ___________________________ (Position Title) ___________________________
(School) _______________________________________
(District) Division of Malaybalay City is properly cleared as to:

Legal: ________________________________
ATTY. WINCERBOGNE L. PESISANO
Attorney III

Accounting: ________________________________
RHYSACYLE C. ROSALEJOS, CPA
Accountant III

Budget: ________________________________
SIBYL L. MAPUTI
Administrative Officer V - Budget

Personnel: ________________________________
GUIA MA. G. VILLACENTES
Administrative Officer IV - Personnel

Cash: ________________________________
RUFELIA J. LIMBENGCO
Administrative Officer IV - Cash

Property: ________________________________
DARVY C. DAGUIMOL
Administrative Officer IV - Property

Administrative: ________________________________
JUTCHEL L. RAYA, DFA
Administrative Officer V

Real Property Tax: ________________________________
ROHST 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.