



Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO
DIVISION OF MALAYBALAY CITY

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DIVISION MEMORANDUM

No. 604, s. 2022

TO : Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Elementary and Secondary School Heads
All Others Concerned
This Division

FROM: VICTORIA V. GAZO, Ph.D., CESO V
Schools Division Superintendent

DATE: November 10, 2022

**SUBJECT: IMPLEMENTATION OF THE NEW DIVISION CLEARANCE FORM
(CSC Form No. 7 - Revised 2018)**

1. As per Civil Service Commission – 2017 Omnibus Rules on Appointment and Human Resource Action: CSC Form No. 7 – Revised 2018, this Division hereby adopts official clearance form for implementation effective immediately.
2. Clearance shall be required only for the following purposes: Transfer, Retirement, Resignation, Leave of Absence for 30 days or more, Authority to Travel Abroad and other modes of separation for all teaching and non-teaching employees of this Division.
3. Concerned applicants may download the CSC Form No. 7 from our Division website under downloadable forms.
4. For immediate and wide dissemination.

To be posted on the website

Copy furnished:

- Personnel
- Records



Address: Sayre Hi-way, Purok 6, Casisang, Malaybalay City
Telefax No.: 088-314-0094; Telephone No.: 088-813-1246
Email Address: malaybalay.city@deped.gov.ph



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DEPARTMENT OF EDUCATION
Division of Malaybalay City
CLEARANCE FORM
(Instructions at the back)

I PURPOSE				
				Date of Application _____
TO: DEPARTMENT OF EDUCATION				
I hereby apply for clearance from money, property and work-related accountabilities for:				
Purpose: <input type="checkbox"/> Transfer <input type="checkbox"/> Resignation <input type="checkbox"/> Other Mode of Separation:				
<input type="checkbox"/> Retirement <input type="checkbox"/> Leave Please specify: _____				
Effectivity/Inclusive Period: _____				
Office of Assignment: _____			Name and Signature of Employee _____	
Position/SG/Step: _____				
II CLEARANCE FROM WORK-RELATED ACCOUNTABILITIES				
We hereby certify that this applicant is cleared of work-related accountabilities from this Unit/Office/Dept.				
_____ Immediate Supervisor			VICTORIA V. GAZO, PhD, CESO V Schools Division Superintendent	
III CLEARANCE FROM MONEY AND PROPERTY ACCOUNTABILITIES				
Name of Unit/Office/Department	Cleared	Not Cleared	Name of Clearing Officer/Official	Signature
1. Administration Sector				
a. Supply and Property Procurement and Management Services			DARVY C. DAGUIMOL	
b. Human Resource Welfare & Assistance			GUIA MA. G. VILLAHERMOSA	
c. Agency-accredited Union/Cooperative Whichever is applicable: <input type="checkbox"/> PESPA <input type="checkbox"/> Teacher's Association: <input type="checkbox"/> DAPSHI <input type="checkbox"/> President/Vice President <input type="checkbox"/> DEPED-NEU <input type="checkbox"/> Others: _____				
2. Library				
a. Legal Office Library			NONE	
b. Library Services			EMELYN R. TOGONON	
3. Finance and Assets Management				
a. Financial Services			RHYSA CYLE C. ROSALEJOS, CPA	
b. Transaction, Processing & Billing Services			RUFELIA J. LIMBENGCO	
c. Payroll & Remittance Services			NOVILYN G. PALMA	
4. Professional and Institutional Development				
a. Scholarship Services			WOODROW WILSON B. MERIDA	
IV CERTIFICATION OF NO PENDING ADMINISTRATIVE CASE:				
a. Internal Affairs Office/Legal Affairs Office			ATTY. WINCERBOGNE L. PESISANO	
<input type="checkbox"/> with pending administrative case				
<input type="checkbox"/> with ongoing investigation (no formal charge yet)				
V CERTIFICATION				
I hereby certify that this employee is cleared of work-related, money and property accountabilities from this agency. This certification includes no pending administrative case from this agency.				
			VICTORIA V. GAZO, PhD, CESO V	
			Schools Division Superintendent	

