



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

2024-91576
Dm - 2024-09-099
DEPED MALAYBALAY CITY DIVISION

RELEASED

DATE: _____ Time: 2:07
By: MAR 12 2024 [Signature]

Division Memorandum

No. 099,s 2024

To: **ADMINISTRATIVE OFFICER II
AND TO ALL NON-TEACHING PERSONNEL**

FROM: **CHERRY MAE LIMABCO-REYES PhD, CESO V**
Schools Division Superintendent [Signature]

DATE: March 04, 2024

SUBJECT: **MANDATORY CLEARANCE OF TRANSFERRED ADMINISTRATIVE
OFFICER II and NON-TEACHING PERSONNEL**

1. To promote Transparency, Accountability, Responsibility and future Liability of Administrative Officer II regarding procured and donated school properties, the DepEd Division Office issues enclosed Guidelines on the Proper Turnover of School Properties/Documents and School Clearance.

2. Please submit two (2) copies of School Clearance CS Form No. 7, Revised 2018 (Enclosed no.1) and two (2) copies of Certificate of Turn Over (Enclosed no. 2) to Administrative Services on or before March 15, 2024.

3. For clarifications and inquiries please contact Manuel D. Dinlayan II, Administrative Officer V at Administrative Services.

4. Immediate dissemination of and compliance with this Memorandum is desired.

Copy furnished:
Records file
AO file



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
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Enclosed no.1

CS Form No. 7
 Revised 2018

Department of Education
DIVISION OF MALAYBALAY CITY
CLEARANCE FORM

<i>(Indicate in the box)</i>				
I PURPOSE				
TO: <u>Department of Education - Division of Malaybalay City</u>				Date of Filing _____
I hereby request 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: _____
Date of Effectivity: _____				
Office of Assignment: _____			Name and Signature of Employee _____	
Position/SG/Step: _____				
II CLEARANCE FROM WORK-RELATED ACCOUNTABILITIES				
We hereby certify that this employee is cleared <input type="checkbox"/> / not cleared <input type="checkbox"/> of work-related accountabilities from this Unit/Office/Dept.				
_____ Immediate Supervisor/School Head				
III CLEARANCE FROM MONEY AND PROPERTY ACCOUNTABILITIES				
Name of Unit/Office/Department	Cleared	Not Cleared	Name of Clearing Officer/Officer	Signature
1. Administrative Services				
a. Supply and Property Procurement and Management Services				
b. Human Resource Welfare & Assistance				
c. Agency-accredited Union/Cooperative Whichever is applicable				
2. Library				
a. Legal Office Library				
b. Library Services				
3. Finance and Assets Management				
a. Financial Services				
b. Transaction, Processing & Billing Services				
c. Payroll & Remittance Services				
4. Professional and Institutional Development				
a. Scholarship Services				
IV Coordination & other Task/s assigned (if applicable)				
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.				
CHERRY MAE L. LIMBAGO-REYES Schools Division Superintendent				
<i>Page 1 of 2</i>				



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INSTRUCTIONS:

1. Employees who are retiring, being separated, transferring to other agencies, leaving the Philippines and going on leave of absence for more than 30 days shall prepare this form in quadruplicate.
2. This clearance should be duly accomplished before paying the last salary or any money due the employees. (Specify which type of clearance: maternity leave, retirement, transfer, etc.)
3. If the employees are cleared from a unit/office/department, the clearing/authorized official may attach to this clearance the pertinent document/s that shall prove that the employees are cleared of any obligation or accountability from their office, if any, and tick the box under the "Cleared" column before affixing their signatures.
4. If the employees appear to have uncleared accountability/ies from a unit/office/department, the clearing/authorized official shall attach to this clearance the pertinent document/s that shall prove that the employees have remaining obligation or accountability from their office further indicating the necessary action/s that the employee must satisfy in order to be cleared, and tick the box under the "Uncleared" column. The clearing/authorized official must only sign this clearance corresponding to their name once the employee have complied the necessary requirements and cleared of all the obligation/s and accountability/ies from their office. They must also tick the box under the "Cleared" column.
5. The HRMO shall distribute copies of approved clearance as follows: original to the employee; duplicate to be attached to the payroll or voucher; triplicate to human resource unit file; and fourth copy to accounting/auditing office.
6. Processing of clearance certificate shall follow the order of number indicated.



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Enclosed no. 2

CERTIFICATE OF TURN OVER

In behalf of the Department of Education, Malaybalay City, I Name, designation of assigned school respectfully turned over all the school's documents, physical property, plant and equipment of Name of School, Malaybalay City to School Head, designation of the school.

With regards to this matter, the undersigned expects the concerned documents and properties of the schools to be upkeep and given extra care and attention until the proper authorities assume to office.

Name and Signature

Designation

TO

Name and Signature of School Head

Designation

Signed in the presence of: (Name and Signature of the ADAS II/III and other witness/es)

Name and Signature

Designation

Name and Signature

Designation



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A. Personnel Administration

No.	Forms/Reports/Obligations/Files	Remarks	Date Received	Received by:

B. Property Custodianship

No.	Forms/Reports/Obligations/Files	Remarks	Date Received	Received by:

C. General Administrative Support

No.	Forms/Reports/Obligations/Files	Remarks	Date Received	Received by:

D. Financial Management

No.	Forms/Reports/Obligations/Files	Remarks	Date Received	Received by:

E. Program Management

No.	Forms/Reports/Obligations/Files	Remarks	Date Received	Received by:

Prepared by:

Approved by:

Name and Signature
Designation

Name and Signature of School Head
Designation

