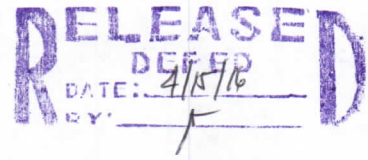




Republic of the Philippines



Region I
DIVISION OF CITY SCHOOLS
Dagupan City



DIVISION MEMORANDUM

To : **Assistant Schools Division Superintendent;
Education Program Supervisor;
Public Schools District Supervisor;
School Heads (Public Elementary & Secondary)**

From : *FJB*
FROSERFINA J. BRAVO
OIC-Schools Division Superintendent

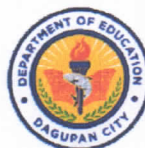
Date : **April 15, 2016**

Subject: **Individual Accomplishment of School Clearance**

This is to inform all teachers and school heads to accomplish school clearance for this school year 2015 – 2016. Personnel in-charge in the collection of said clearance shall furnish this office a summary list of personnel with remarks as compliant or non-compliant and reason.

Attached is a copy of the said clearance for teachers and school heads.

For information and strict compliance.



Region I
DIVISION OF CITY SCHOOLS
Burgos Street, Dagupan City
www.depeddagupan.com
dagupan.city@deped.gov.ph
075-515 6009

TEACHER'S CLEARANCE

I, _____, residing at _____ have been cleared of all money and property accountabilities for which I am responsible and accountable at _____, District ____ for the school year 2015-2016, and that all reports required of me have been submitted and checked accordingly as indicated below:

AUTHORIZED CONTRIBUTIONS	TEACHER -IN-CHARGE	SIGNATURE	REPORTS/FORMS	TEACHER-IN-CHARGE	SIGNATURE
Boy Scouts of the Philippines (BSP): Registration Fee Sustaining Membership Fee			Form 138 – Pupil's Report Card		
Girl Scouts of the Philippines (GSP): Registration Fee Sustaining Membership Fee			Form 137 – Pupil's Permanent Record - Original		
Red Cross Teacher Pupils			School Form 1 – School Register		
Anti-TB Teachers Pupils			School form 2 – Daily Attendance Report for Learners		
Mental Health Teacher Pupils			School Form 3 – Books Issued and Return		
United Way Teacher Pupils			School Form 5 – Report on Promotion and Level of Proficiency		
School Publication			Classroom/School Facilities Inventory		
DCPSTEA Membership Fee			Periodic Test Results 1 st Quarter 2 nd Quarter 3 rd Quarter 4 th Quarter		
OTHERS: Updated PRC License			Item Analysis 1 st Quarter 2 nd Quarter 3 rd Quarter 4 th Quarter		
Updated Community Tax Certificate			IPCRF/ RPMS Portfolio		
			Instructional Materials Used		
OTHER REPORTS:			Medical Examination Results		
			Dental Examination		

Teacher

School Treasurer

School Property Custodian

Principal

NOTE:

If later on an employee who has been cleared is disclosed that he/she is accountable to cash or property, this clearance will not relieve him/her of said accountability. – GAO Circular No. 52 dated December 23, 1957.



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SCHOOL HEAD'S CLEARANCE

I, _____, residing at _____ have been cleared of all money and property accountabilities for which I am responsible and accountable at _____, District ____ for the school year 2015-2016, and that all reports required of me have been submitted and checked accordingly as indicated below:

REPORTS /FORMS	PERSONNEL-IN-CHARGE	SIGNATURE	REPORTS/FORMS	PERSONNEL-IN-CHARGE	SIGNATURE
Financial Reports on:			School Form 4 – School Monthly Learners Movement and Attendance		
a. BSP Registration and Sustaining Membership			School Form 5 – Report on Promotion and Level of Proficiency		
b. GSP Registration and Sustaining Membership			School Form 6 – Summarized Report on Promotion and Level of Proficiency		
c. Red Cross			School Form 7- School Personnel Assignment List and Basic Profile		
d. Anti-TB			Teachers' RPMS Rating Sheet		
e. Mental Health			Incident Report Per Child Abuse Case		
f. School Paper			Report on CPP/Anti-Bullying Cases		
g. DCPSTEA Membership			OPCRF		
h. Canteen Report			School Improvement Plan (SIP)		
i. School Fund Raising with Accomplishment Report			Annual Improvement Plan (AIP)		
j. Graduation Financial Report			Annual Procurement Plan (APP)		
MOOE Liquidation			PPMP		
SBFP Liquidation			End of the School Year LIS		
LGU/NGO Financial Assistance Liquidation and Accomplishment Report			End of the School Year EBEIS		
PTA Financial and Accomplishment Report			School Property Inventory		
PGO Accomplishment Report			Medical Examination		
School Year-end Report			Dental Examination		
BRIGADA ESKWELA Plan			CSC Form 48, 6 & 7		
Supervisory Plan					
Supervisory Report					
Adopt-A-School Report					

School Head/Head Teacher

Checked by:

MYREL ANGELICA N. LOPEZ
Administrative Officer V

Recommending Approval:

LOURDES D. SERVITO, Ed. D.
Asst. Schools Division Superintendent

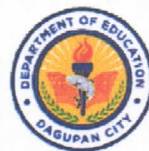
APPROVED:

PROSERFINA J. BRAVO
Schools Division Superintendent

NOTE:



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			Instructional Materials Used		
OTHER REPORTS:			Medical Examination Results		
			Dental Examination		

Teacher

School Treasurer

School Property Custodian

Department Head (for Secondary)

Principal

NOTE:

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SCHOOL HEAD'S CLEARANCE

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PGO Accomplishment Report			Medical Examination		
School Year-end Report			Dental Examination		
BRIGADA ESKWELA Plan			CSC Form 48, 6 & 7		
Supervisory Plan					
Supervisory Report					
Adopt-A-School Report					

School Head/Head Teacher

Checked by:

Administrative Officer IV

Principal

Recommending Approval:

LOURDES D. SERVITO, Ed. D.
Asst. Schools Division Superintendent

APPROVED:

PROSERFINA J. BRAVO
Schools Division Superintendent

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