

Republic of the Philippines







DIVISION MEMORANDUM

To

Assistant Schools Division Superintendent;

Education Program Supervisor; Public Schools District Supervisor;

School Heads (Public Elementary & Secondary)

Hen

From:

FROSERFINA J. BRAVO

OIC-Schools Division Superintendent

Date :

April 15, 2016

Subject:

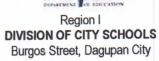
Individual Accomplishment of School Clearance

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.





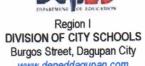
www.depeddagupan.com dagupan.city@deped.gov.ph 075-515 6009



TEACHER'S CLEARANCE

| all money and | property accounta | bilities for District for | which I am rethe school year 2015-20 ow: REPORTS/FORMS | esponsible and ac | countable at |
|---|--------------------|------------------------------|---|-------------------|--------------|
| AUTHORIZED CONTRIBUTIONS Boy Scouts of the Philippines (BSP): Registration Fee Sustaining Membership Fee Girl Scouts of the Philippines (GSP): | | | | TEACHER-IN-CHARGE | SIGNATURE |
| CONTRIBUTIONS Boy Scouts of the Philippines (BSP): Registration Fee Sustaining Membership Fee Girl Scouts of the Philippines (GSP): | TEACHER -IN-CHARGE | SIGNATURE | REPORTS/FORMS | TEACHER-IN-CHARGE | SIGNATURE |
| Philippines (BSP): Registration Fee Sustaining Membership Fee Girl Scouts of the Philippines (GSP): | | | | | |
| Philippines (GSP): | | | Form 138 – Pupil's Report Card | | |
| 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 ^T Quarter 2 nd Quarter 3 rd Quarter 4 th Quarter | | |
| Updated Community Tax Certificate | | | IPCRF/ RPMS Portfolio | | |
| | | | Instructional Materials Used Medical Examination | | |
| OTHER REPORTS: | | | Results | | |
| | | | Dental Examination | | |
| | | | | | |
| | | | | Teache | er |
| | School | Treasurer | School Property Custodian | | |
| | | | | | |









SCHOOL HEAD'S CLEARANCE

| ١, | have been cleared of the control of | | | | | |
|---|---|-------------------------------|--|---------------|-------------------------------------|--|
| all money and | property account | abilities for District for | which I am res the school year 2015-201 | sponsible and | accountable at ts required of me | |
| have been submitted a | | | | PERSONNEL-IN- | SIGNATURE | |
| REPORTS /FORMS | PERSONNEL -IN- CHARGE | SIGNATURE | REPORTS/FORMS | CHARGE | SIGNATURE | |
| Financial Reports on: a. BSP Registration and Sustaining Membership | | | School Form 4 – School Monthly Learners Movement and Attendance | | | |
| b. GSP Registration and Sustaining Membership | | | School Form 5 – Report on Promotion and Level of Proficiency | | | |
| c. Red Cross d. Anti-TB e. Mental Health | | | School Form 6 – Summarized Report | | | |
| f. School Paper | | | on Promotion and Level of Proficiency School Form 7- School | | | |
| g. DCPSTEA Membership | | | Personnel Assignment List and Basic Profile | | | |
| h. Canteen Report | | | Teachers' RPMS Rating Sheet | | | |
| i. School Fund Raising with | | | Incident Report Per Child Abuse Case | | | |
| Accomplishment Report | | | Report on CPP/Anti- Bullying Cases | | | |
| j. Graduation Financial Report | | | OPCRF | | | |
| MOOE Liquidation | | | School Improvement Plan (SIP) | | | |
| SBFP Liquidation | | | Annual Improvement Plan (AIP) | | | |
| LGU/NGO Financial Assistance Liquidation and Accomplishment Report | | | Annual Procurement Plan (APP) | | | |
| PTA Financial and Accomplishment Report | | | PPMP | | | |
| PGO Accomplishment Report | | | End of the School Year LIS | | | |
| School Year-end Report | | | End of the School Year EBEIS | | | |
| BRIGADA ESKWELA Plan | | | School Property Inventory | | | |
| Supervisory Plan | | | Medical Examination | | | |
| Supervisory Report | | | Dental Examination | | | |
| Adopt-A-School Report | | | CSC Form 48, 6 & 7 | | | |

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





DIVISION OF CITY SCHOOLS

Burgos Street, Dagupan City www.depeddagupan.com dagupan.city@deped.gov.ph 075-515 6009

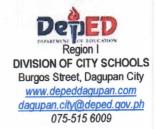


TEACHER'S CLEARANCE

| I, | , residing at | | | have been cleared o | | |
|--|-------------------------|---------------------------|---|---------------------------------|---------------------------------|--|
| all money and | | District for | the school year 2015-20 | apoliatore arra | ccountable at required of me | |
| have been submitted a | and checked accordingly | as indicated belo | | | | |
| AUTHORIZED CONTRIBUTIONS | TEACHER -IN-CHARGE | SIGNATURE | REPORTS/FORMS | TEACHER-IN-CHARGE | SIGNATURE | |
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| Pupils 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 nd Quarter 4 th Quarter | | | |
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| Updated Community Tax Certificate | | | IPCRF/ RPMS Portfolio | | | |
| | L. A. J. | | Instructional Materials Used | | | |
| OTHER REPORTS: | | | Medical Examination Results | | | |
| | | | Dental Examination | | | |
| | | | | Teach | er | |
| School Treasurer | | School Property Custodian | | Department Head (for Secondary) | | |
| | | | Principal | | | |

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.







SCHOOL HEAD'S CLEARANCE

| all money and | | District for | the school year 2015-201 | aponoide and | accountable ts required of r |
|---------------------------------------|--|-------------------|---|------------------|---------------------------------|
| have been submitted a | nd checked accordingly PERSONNEL -IN- | as indicated belo | REPORTS/FORMS | PERSONNEL-IN- | SIGNATURE |
| | CHARGE | | | CHARGE | |
| Financial Reports on: | | | School Form 4 – | | |
| a. BSP Registration | | | School Monthly Learners Movement | | |
| and Sustaining | | | and Attendance | | |
| Membership | | - | School Form 5 - | | |
| b. GSP Registration and Sustaining | | | Report on Promotion | | 100 |
| Membership | | | and Level of | | |
| c. Red Cross | | | Proficiency | | |
| d. Anti-TB | | | School Form 6 - | | |
| e. Mental Health | | | Summarized Report | | |
| f. School Paper | | | on Promotion and | | |
| | | | Level of Proficiency | | |
| g. DCPSTEA | | | School Form 7- School | | |
| Membership | | | Personnel Assignment | | 1 |
| | | | List and Basic Profile Teachers' RPMS Rating | | |
| h. Canteen Report | | | Sheet | | |
| 101-15-1 | 11 1 A 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 | | Incident Report Per | | |
| i. School Fund | | | Child Abuse Case | | |
| Raising with Accomplishment | | | Report on CPP/Anti- | | |
| Report | | | Bullying Cases | | |
| j. Graduation | | | OPCRF | | |
| Financial Report | | | | | |
| MOOE Liquidation | | | School Improvement Plan (SIP) | | |
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| LGU/NGO Financial | | | Annual Procurement | | |
| Assistance Liquidation | | | Plan (APP) | | |
| and Accomplishment | | | | | |
| Report | | | PPMP | | |
| PTA Financial and | | | T T N 1 | | Daniel Control |
| Accomplishment Report | | | | | |
| PGO Accomplishment | | | End of the School Year | | |
| Report | | | LIS | | |
| School Year-end | | | End of the School Year | | |
| Report | | | EBEIS | | |
| BRIGADA ESKWELA | | | School Property | | |
| Plan | | | Inventory | | |
| Supervisory Plan | | | Medical Examination | | |
| Supervisory Report | | 1 | Dental Examination | | |
| Adopt-A-School Report | | | CSC Form 48, 6 & 7 | | |
| | | | | School Head/Head | Teacher |
| Checked by: | | | | | |
| Adr | ninistrative Officer IV | | - | Principal | |

LOURDES D. SERVITO, Ed. D.

Asst. Schools Division Superintendent

APPROVED:

PROSERFINA J. BRAVO

Schools Division Superintendent

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