



Republic of the Philippines
DepED
DEPARTMENT OF EDUCATION
Region I
SCHOOLS DIVISION OFFICE
DAGUPAN CITY

RELEASED
DEFER
DATE: _____
BY: _____

DIVISION MEMORANDUM

No. 99, S. 2018

To: **Public Schools District Supervisors
All School Principals/Heads
Elementary & Secondary School Teachers**

From: 
LORNA G. BUGAYONG, CESO VI
Schools Division Superintendent

Date: **April 17, 2018**

Subject: **CLEARANCE FOR ALL SCHOOL HEADS AND TEACHERS**

Please be informed that all School Heads/Principals and Teachers are hereby advised to accomplish school clearances for them to be cleared from all money and property accountabilities for the SY2017-2018.

Attached herewith are the following clearance forms to be used respectively:

- a) School Head's Clearance
- b) Teacher's Clearance

Immediate dissemination of this memorandum and compliance hereof is anticipated.



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 Burgos Street, Dagupan City
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 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 2017-2018, 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					
OTHERS:					
Updated PRC License			IPCRF/ RPMS Portfolio		
Updated Community Tax Certificate			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 2017-2018, 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		
a. BSP Registration and Sustaining Membership			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			School Form 6 – Summarized Report on Promotion and Level of Proficiency		
e. Mental Health					
f. School Paper					
g. DCPSTEA Membership			School Form 7- School Personnel Assignment List and Basic Profile		
h. Canteen Report			Teachers' RPMS Rating Sheet		
i. School Fund Raising with Accomplishment Report			Incident Report Per Child Abuse Case		
			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			Quarterly School Grievance Report		
School Year-end Report			End of the School Year LIS		
BRIGADA ESKWELA Plan			End of the School Year EBEIS		
Supervisory Plan			School Property Inventory		
Supervisory Report			Medical Examination		
Adopt-A-School Report			Dental Examination		
			CSC Form 48, 6 & 7		

 School Head/Head Teacher

Checked by:

MYREL ANGELICA N. LOPEZ
 Administrative Officer V

Recommending Approval:

LOURDES D. SERVITO, CESE
 Asst. Schools Division Superintendent

APPROVED:

LORNA G. BUGAYONG, CESO VI
 Schools Division Superintendent

NOTE: