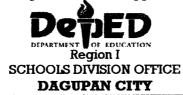
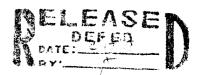


Republic of the Philippines





DIVISION MEMORANDUM No. 99 , S. 2018

To:

Public Schools District Supervisors

All School Principals/Heads

Elementary & Secondary School Teachers

From: LORNAG. EUGAYONG, 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.





Region I **DIVISION OF CITY SCHOOLS** Burgos Street, Dagupan City

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



TEACHER'S CLEARANCE

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Boy Scouts of the Philippines (BSP): Registration Fee Sustaining						Form 138 – Pupil's Report Card			
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	Cross eacher uplis					School Form 1 – School Register			
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				School	Treasurer	Scho	School Property Custodian		
						Principal			

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





DIVISION OF CITY SCHOOLS

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



SCHOOL HEAD'S CLEARANCE

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a. BSP Registration			School Monthly		1
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Membership			and Attendance		
b. GSP Registration			School Form 5 –		
and Sustaining			Report on Promotion		
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 Personnel Assignment		
Membership			List and Basic Profile		
,			Teachers' RPMS Rating		
h. Canteen Report			Sheet		
			Incident Report Per		
i. School Fund Raising with			Child Abuse Case		
Accomplishment			Report on CPP/Anti-		
Report			Bullying Cases		
i. Graduation			OPCRF		
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dopt-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, CESE

Asst. Schools Division Superintendent

APPROVED:

LORNA G. BUGAYONG, CESO VI Schools Division Superintendent

NOTE: