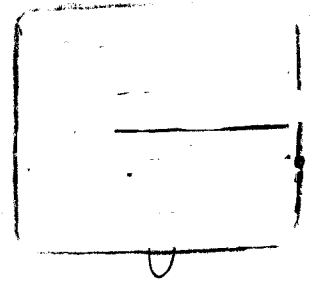


Republic of the Philippines
DEPARTMENT OF EDUCATION
Region VII, Central Visayas

SCHOOLS DIVISION OF NEGROS ORIENTAL
Office of the Curriculum and Implementation Division
Capitol Area, Dumaguete City

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April 3, 2018

Division Memorandum
No. 214 s, 2018

**END OF THE SCHOOL YEAR CLEARANCE FOR PUBLIC SCHOOLS DISTRICT SUPERVISORS
& PUBLIC ELEMENTARY AND SECONDARY SCHOOL HEADS**

To : Chiefs, CID & SGOD
Division Education Program Supervisors/Division Coordinators
Public Schools District Supervisors/District In-Charge
Public Elementary & Secondary School Heads

1. Attached is the template of the 2017-2018 END OF THE SCHOOL YEAR CLEARANCE FOR PUBLIC SCHOOLS DISTRICT SUPERVISORS & PUBLIC ELEMENTARY AND SECONDARY SCHOOL HEADS.

2. It is understood that School Heads must already clear themselves from the district accountability before getting the signatures of the Chiefs of the Curriculum Implementation Division (CID) and the Schools Governance Operations Division (SGOD). Therefore, a **countersignature of the PSDS is required inside the box of the names of the CID and the SGOD Chiefs.**

3. Deadline for the submission of Clearance of Public Schools District Supervisors and School Heads to the Division Office is June, 2018 while that of the teachers is May, 2018.

4. School Heads are reminded to be ARTA-compliant requiring only at least 5 signatories in their year-end submission of required reports/documents.

5. Wide dissemination of this memorandum is desired.


SALUSTIANO T. JIMENEZ, CESO VI
OIC- Assistant Regional Director
Concurrent Schools Division Superintendent

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10 APR 2018



**DIVISION CLEARANCE FOR PUBLIC ELEMENTARY & SECONDARY SCHOOL ADMINISTRATORS AND
PUBLIC SCHOOLS DISTRICT SUPERVISORS/DISTRICT-IN-CHARGE**

Name: _____
Position/Designation: _____

School: _____
District: _____

To the Schools Division Superintendent:

May I have the honor to inform you that I have been cleared of all accountabilities in the school district where I am presently assigned and that I am also cleared of the financial, property accountabilities and other obligations for SY 2017-2018 as evidenced by the signatures of the officials concerned.

Signature Over Printed Name

OFFICIAL IN-CHARGE	PROGRAM ACCOUNTABILITIES/YEAR-END REPORTS	AUTHORIZED SIGNATURE	DATE SIGNED
Dr. Erlinda N. Calumpang Chief Education Supervisor Curriculum Implementation Division (CID)	<ul style="list-style-type: none"> -Library Hub Accountability (for SHs) -Action Plan for School Initiated Remediation Activities for Students who are conditionally promoted/failed per DepEd Order No. 13, s. 2018 (for SHs) -Inventory of Learner's Reference Materials per subject -School Forms Checking Report per DO 11, s. 2018 (for SHs) -2017 soft & hard copy of IPCRF of SHs (for PSDS) -2017 IPCRF -hard & soft copy (for PSDS/District In-Charge only) -Report on Inventory of Teachers (for School Head) -Report on Inventory of Private Schools (for PSDS) -Updated List of School Heads (for PSDS) -Consolidated District School Form Checklist Report (for PSDS) 		
Dr. Rachel B. Picardal Chief Education Supervisor Schools Governance Operations Division (SGOD)	<ul style="list-style-type: none"> - List of Cases/Complaints filed/incident reports/Date Filed, Date Acted Upon-Remarks (in tabular form) -Updated Site Development Plan <ul style="list-style-type: none"> a. Standard Plan b. NSBI Size Plan -Status of School Titling Application -End of Training Report -Consolidated Form 86 (with chest x-ray, Urinalysis within 2 weeks) -End line Nutritional Status (SY 2017-2018) -SPFP Terminal Report (with templates) -Certificate of Proper Turn-Over of statistical documents for Transfer to Another School 		
Mrs. Lida P. Sarmiento Administrative Officer	<ul style="list-style-type: none"> -BIR 2316 duly signed with transmittal -Updated Inventory of Properties (textbooks, furniture, IT equipment, SPED equipment, Math & Science Equipment) <ul style="list-style-type: none"> • Donated Properties • Properties purchased -Payments of losses (textbooks) -Return of Borrowed Equipment -Textbook Situation 		
Mrs. Alicia S. Sagolili Division Cashier	<ul style="list-style-type: none"> -Paid Payroll/vouchers -Present Official Receipts issued for Inventory Purposes (if any) -Status of Teachers Cleared from Accountability/Reports 		
Mrs. Ma. Jennifer P. Piodos Division Accountant	<ul style="list-style-type: none"> -Liquidation of Regular Cash Advances including (SEDIP, TEPP, SPHERE, MOOE, SBFP, GPAK) -Fidelity Bond 		

CLEARANCE CERTIFICATE

This is to certify that _____ of _____, District of _____ is cleared from all financial, property accountabilities and other obligations for SY 2017-2018.

SALUSTIANO T. JIMENEZ, CESO VI
OIC- Assistant Regional Director
Schools Division Superintendent

Inventory of Teachers (Public Schools)

SY: _____

District: _____

School: _____

No. of Teachers			Grade Levels	No. of Enrolment	No. of Sections	Remarks
M	F	T				
			Kinder			
			Grade 1			
			Grade 2			
			Grade 3			
			Grade 4			
			Grade 5			
			Grade 6			
			Grade 7			
			Grade 8			
			Grade 9			
			Grade 10			
			Grade 11			
			Grade 12			
			Total			

SIGNATURE OVER PRINTED NAME OF SH

