



Republic of the Philippines
DEPARTMENT OF EDUCATION
 Region VII, Central Visayas
SCHOOLS DIVISION OF NEGROS ORIENTAL
 www.depednegor.net

May 2, 2018

DIVISION MEMORANDUM
 No. 247 s. 2018

ADDENDUM TO DIVISION MEMORANDUM NO. 214, S. 2018, ENTITLED "END OF THE SCHOL YEAR CLEARANCE FOR PUBLIC SCHOOLS DISTRICT SUPERVISORS & PUBLIC ELEMENTARY AND SECONDARY SCHOOL HEADS"

TO : Assistant Schools Division Superintendent
 Chiefs, CID & SGOD
 DEPSs/EPSSs/Division Coordinators
 District Supervisors/District In-Charge
 Public Elementary & Secondary School Heads
 All Others Concerned

1. Attention is hereby directed to the list of required reports to be submitted to **DR. RACHEL B. PICARDAL**. District Supervisors are directed to submit a report of all the schools in the district, indicating whether the school has electricity or without electricity. If the school has no electricity yet, please indicate the distance of the school from the nearest Electric Cooperative (NORECO) post. For uniformity sake and easy consolidation, please follow the sample template below.

DISTRICT:				
NO.	NAME OF THE SCHOOL	With Electricity (please check)	Without Electricity	Distance of the School from the nearest electric Coop Post (in meters)

2. For the updated Site Development Plan, just utilize the existing Site Development Plan indicating all constructed buildings and other structures.

3. For the information and guidance of all concerned.

for:
WILFREDA D. BONGALOS, PH.D., CESO V
 Schools Division Superintendent

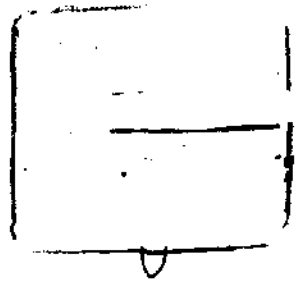
02 MAY 2018



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 SGDD 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

10 APR 2018



DEPARTMENT OF EDUCATION
SCHOOLS DIVISION OF

NEGROS ORIENTAL

Advancing the Paths to Educational Excellence



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

Name: _____ School: _____
Position/Designation: _____ 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. Erinda 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 Site Plan -Status of School Tiling Application -End of Training Report -Consolidated Form 88 (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. Serrano 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. Sagoffil 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. Piodas Division Accountant	<ul style="list-style-type: none"> -Liquidation of Regular Cash Advances including (SEDP, TEPP, SPHERE, MOOE, SBFP, SPAK) -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