



April 15, 2019

**DIVISION MEMORANDUM**

No. 241, s. 2019

**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 2018-2019 End of the School Year Clearance for Public Schools District Supervisors & Public Elementary and Secondary School Heads.
2. Deadline for the submission of Clearance of Public Schools District Supervisors and School Heads to the Division Office is May 31, 2019 while that of the teachers is April 30, 2019.
3. Wide dissemination of this memorandum is desired

**WILFREDA D. BONGALOS, Ph.D., CESO V**  
Schools Division Superintendent  
4/15/19

WDB/lby

APR 2019



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

**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 2018-2019 as evidenced by the signature of the officials concerned.

\_\_\_\_\_  
 Signature Over Printed Name

OFFICIAL IN-CHARGE	PROGRAM ACCOUNTABILITIES/YEAR-END REPORTS	AUTHORIZED SIGNATURE	DATE SIGNED
<b>DR. ERLINDA N. CALUMPANG</b> Chief Education Supervisor Curriculum Implementation Division (CID)	<b>FOR SCHOOL HEADS:</b> -SF 5 (Summarized Report on Promotion & Level of Proficiency) -SF 6 (Summarized Report on Promotion & Level of Proficiency) -SFRC 1 (4 Tables) -Library Hub		
	<b>FOR PUBLIC SCHOOLS DISTRICT SUPERVISOR:</b> -SFRC 2 (Consolidated District School Form Checking Report) -IPCRF -Library Hub Accountabilities of School Heads cleared -FORM IX (For Private Schools)		
<b>DR. RACHEL B. PICARDAL</b> Chief Education Supervisor Schools Governance Operations Division (SGOD)	-End of Training Report- ACR -Consolidated Form 86 (Teaching And Non-Teaching w/ Med. issues) -End Line Nutritional Status -SPFP Terminal Reports And PPAN Terminal Report -Deworming 2nd Dose Reports -WIFA (Women Iron Folic Acid) Report -List of private schools operating without permit duly certified by PSDS		
<b>MRS. LANI B. YURONG</b> Administrative Officer V	-Summary of Ratings of Teaching and Non-Teaching Personnel (with template) -Summary of Service Credits & Leave Balances (with template)		
<b>MR. HENRY L. BALAHAN</b> Administrative Officer IV	-Updated Inventory of Properties (All Properties, Appendix 73 and Form 66)		
<b>MRS. ALICIA M. SAGDLILI</b> Administrative Officer IV	-Paid Payroll/Vouchers to be returned -Official Receipts Issued For inventory purposes -Summary of teachers not cleared -Unpaid Registration Fees for Implementing Units -Payments of Losses (Textbooks)		
<b>MRS. MA. JENNIFER P. PIODOS</b> Division Accountant III	-Liquidation of Regular Cash Advances -Renewal of Fidelity Bond		

**CLEARANCE CERTIFICATE**

This is to certify that \_\_\_\_\_ of \_\_\_\_\_, District of \_\_\_\_\_ is cleared from all financial, property accountabilities and other obligations, for SY 2018-2019.

**WILFREDA D. BONGALOS, Ph.D., CESO V**  
 Schools Division Superintendent

Tel. Nos: (035)225-2638 / 225-0667/422-7644 (Division Sup's Office); (035) 225-1622 (CID); (035) 225-1623 (Legal Section); (035)225-6180 (SGOD); (035) 422-7643 (Cash Section); (035) 422-8511 (Planning Section); (035) 225-6987 (Record's Section); (035) 422-5283 (Admin. Section); (035) 422-0267 (Personnel Section); (035) 225-2376 (Guard/Medical/Dental Sections); (035) 225-7012 (Educ. Facilities Section); (035) 225-1840 (Acct. Budget Section); (035) 422-3921 (Supply Section)

**SUMMARY OF RATINGS OF TEACHING PERSONNEL**  
(For SY 2018-2019)

District: \_\_\_\_\_

NO.	NAME	POSITION TITLE	SCHOOL	RATING	
				Numerical	Descriptive
<b>Kinder/Elementary</b>					
1	Dela Cruz, Juan S.	Teacher I	San Jose ES	4.200	Very Satisfactory
2					
3					
4					
5					
6					
7					
<b>Junior</b>					
1					
2					
3					
4					
5					
6					
7					
<b>Senior</b>					
1					
2					
3					
4					
5					
6					
7					

Date : \_\_\_\_\_

Submitted by: \_\_\_\_\_

\_\_\_\_\_  
District Supervisor/District-In-Charge

**Note:** Use **LONG** bondpaper (hard copy)  
Email soft copy (in **Excel Form**) to [jennilene.cadiente@deped.gov.ph](mailto:jennilene.cadiente@deped.gov.ph)

**SUMMARY OF RATINGS OF NON-TEACHING PERSONNEL  
(For CY 2018)**

**District:**

NO.	NAME	POSITION TITLE	SCHOOL	RATING	
				Numerical	Descriptive
1	Dela Cruz, Juan S.	Public Schools District Supervisor	San Jose ES	4.200	Very Satisfactory
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					

Date : \_\_\_\_\_

Submitted by:

\_\_\_\_\_  
District Supervisor/District-In-Charge

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