

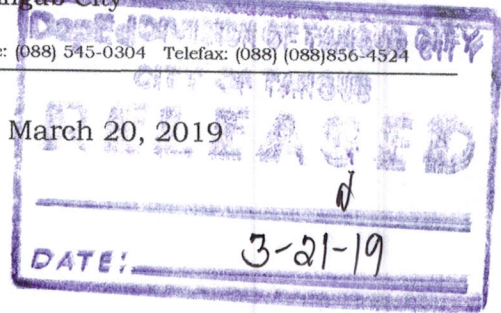


Republic of the Philippines  
Department of Education  
Region X – Northern Mindanao  
**DIVISION OF TANGUB CITY**  
Anecito Siete St., Mantic, Tangub City



E-mail: [tangub.city@deped.gov.ph](mailto:tangub.city@deped.gov.ph) Website: [www.depedtangub.net](http://www.depedtangub.net) Telephone: (088) 545-0304 Telefax: (088) (088)856-4524

March 20, 2019



**DIVISION MEMORANDUM**  
No. 76 s. 2019

**SUBMISSION OF SCHOOL CLEARANCE FOR TEACHING AND  
NON-TEACHING PERSONNEL**

To: Chief, Curriculum Implementation Division  
Chief, School Governance and Operations Division  
Elementary and Secondary School Heads  
All Division Personnel

1. Pursuant to existing rules and regulations stipulated in DepEd Order No. 17, s. 2005 and DepEd Order No. 25, s. 2003, this Office requests all the teaching and non-teaching personnel to submit School Clearance for property and other accountabilities for S.Y. 2018-2019.
2. The documents/property documentation asked for are aligned with the duties and functions of the teachers and school heads.
3. The duly accomplished clearance sheets shall be forwarded in bunch to the Receiving Section, Division Office on or before April 20, 2019. *(See enclosed clearance template)*
5. For immediate dissemination, guidance and compliance.

**JEAN G. VELOSO, CESO VI**  
*Assistant Schools Division Superintendent*  
*OIC-Schools Division Superintendent*



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\_\_\_\_\_ Date

**TEACHERS' CLEARANCE**  
 S.Y. 2018-2019

The Schools Division Superintendent  
 Division of Tangub City  
 City of Tangub

Sir/Madam:

I have the honor to inform you that I have satisfactorily accounted for my school accountabilities and responsibilities in this school/district/division and that all reports required of me were already complied/submitted as shown:

	Signature	Date
1. DepEd form 2 & C.S. Form-48 (Daily Time Record)	_____	_____
2. SF3 (March) -Teacher	_____	_____
3. SF4 (March) – School Head	_____	_____
4. SF 5/ SF5k and SF6	_____	_____
5. School Forms Checking Report (SFRC1)	_____	_____
6. IPCRF (Performance Appraisal)	_____	_____
7. Inventory of Classroom Properties	_____	_____
8. SAL-N	_____	_____
9. Lesson Plans/ DLL	_____	_____
10. BIR Form 2316	_____	_____
11. Updated 201 File	_____	_____
12. Certification of no collection in the school during enrolment & graduation	_____	_____
13. PRC LICENSE No. _____ Expiration Date _____	_____	_____
14. Library Hub	_____	_____

\_\_\_\_\_ School

\_\_\_\_\_ Name of Teacher  
 (Signature over printed name)

\_\_\_\_\_ Principal/Head Teacher/TIC

Cleared as to required reports, properties and other accountabilities:

\_\_\_\_\_ District Property Custodian

\_\_\_\_\_ School Treasurer

\_\_\_\_\_ District Treasurer

1<sup>st</sup> Indorsement  
**Division of Tangub**  
 Tangub City

Respectfully forwarded to the Schools Division Superintendent, Division of Tangub City the clearance of \_\_\_\_\_ of \_\_\_\_\_ School with the information that the foregoing statements are correct and complete.

Recommending approval:

\_\_\_\_\_ Coordinating Principal

\_\_\_\_\_ Buddy Supervisor



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\_\_\_\_\_ **Date**

**SCHOOL ADMINISTRATOR'S CLEARANCE**

S.Y. 2018-2019

The Schools Division Superintendent  
 Division of Tangub City  
 City of Tangub

Sir/Madam:

I have the honor to inform you that I have satisfactorily accounted for my school accountabilities and responsibilities in this school/ district/ division and that all report required of me were already complied as shown:

	Signature	Date
1. OPCR ( Performance Appraisal)	_____	_____
2. Consolidated Inventory using template	_____	_____
3. Inventory of textbooks/ H.E/ICT etc. properties	_____	_____
4. SALN	_____	_____
5. BIR Form 2316	_____	_____
6. Update 201 File	_____	_____
7. DepEd School form4, Form 5 system generated	_____	_____
8. Schedule of Summer Activities	_____	_____
9. Training Needs Survey Consolidation	_____	_____
10. PRC License No. _____ Expiration _____	_____	_____
11. PPSTA	_____	_____
12. Library Hub	_____	_____
13. SIP/APP	_____	_____
14. BEIS	_____	_____
15. Certification of no collection	_____	_____
16. Certification and picture of permanently mounted and functional Biometrics	_____	_____

\_\_\_\_\_  
 School

\_\_\_\_\_  
 Principal/Head Teacher/TIC

Cleared as to required reports, properties and other accountabilities:

\_\_\_\_\_  
 District Property Custodian

\_\_\_\_\_  
 District Treasurer

\_\_\_\_\_  
 School Treasurer

**1<sup>st</sup> Indorsement**  
**Division of Tangub City**

Respectfully forwarded to Schools Division Superintendent, Division of Tangub City the clearance of \_\_\_\_\_ of \_\_\_\_\_ School with the information that the foregoing statements are correct and complete.

Attested:

\_\_\_\_\_  
 Buddy Supervisor

Noted:

**JEAN G. VELOSO, VI**  
 Assistant Schools Division Superintendent  
 OIC – Schools Division Superintendent