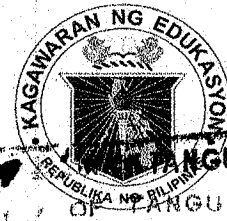




Republic of the Philippines  
Department of Education  
Region X  
DIVISION OF TANGUB CITY  
AnecitoSiete St., Tangub City



Telefax: (088) 395-3372  
Email: deped10\_tangub@yahoo.com.ph

**Division Memorandum**  
No. 69 s...2017

RELEASED BY:  
4-6-17

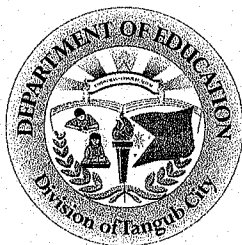
TO: Principals, Head Teachers, Teacher-In-Charge and Teachers,  
This Division

FROM: *for:* VICTORIA V. GAZO, Ph.D., CESO V  
Schools Division Superintendent

DATE: April 3, 2017

SUBJECT: Submission of Annual School Clearance

1. Another School Year has ended and each should clear its school accountabilities, properties, and obligations before leaving the workplace.
2. Principals, Head Teachers, Teacher-in -Charge and Teachers are required to submit the School Clearance for S.Y. 2016-2017 on or before April 20, 2017. (Each shall submit n 3 copies)
3. The said clearance is to be consolidated by the School Heads. Each shall submit in 3 copies
4. If the person in authority is not around or on official leave; an authority to sign shall be obtained from the person who is the official signatory.
5. Clearance Form for teachers administrators and new PDS (CSC requirement) is attached for convenience.
6. Compliance is hereby desired.



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**TEACHERS' CLEARANCE**  
S.Y. 2016-2017

Date \_\_\_\_\_

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 all the money and property for which I was responsible in this school/district/division and that all reports required of me were already complied/submitted as shown:

1. DepEd form 2 & C.S. Form-48 (Daily Time Record)
2. BEE Form 18- E-1, 137 Form I (with Phil-IRI result)
3. BEE Form 18- E-1, 137 Form I/Ranking of Honor Pupils-Grd. VI
4. IPCRF (Performance Appraisal)
5. Inventory of Classroom Properties
6. Form 86 (Health Examination Record)
7. Home Reading Report (English & Filipino)
8. Theme Notebooks (English & Filipino)
9. Lesson Plans
10. BEIS (for school head only)
11. SALN
12. District ACIDITERA/MOPUSTA dues
13. BIR Form 2316
14. Complete 201 File
15. Certification of No collection in the school during enrolment & graduation
16. PRC LICENSE No. \_\_\_\_\_ Expiration Date \_\_\_\_\_
17. PPSTA
18. Library Hub
19. SIP/APP (for School Administrators only)
20. CS Form No. 212 (Personal Data Sheet)
21. Provident Loan

Signature	Date
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\_\_\_\_\_  
School

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

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

Ok As to Money Properties Accountabilities:

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

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

\_\_\_\_\_  
District Supervisor

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

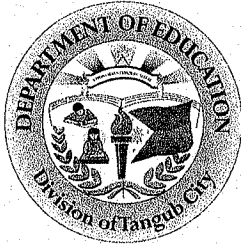
1<sup>st</sup> Indorsement  
**Division of Tangub**  
 Tangub City

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

\_\_\_\_\_  
Chair, District Management Team



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**Department of Education**  
 Region X  
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**SCHOOL ADMINISTRATORS CLEARANCE**  
 S.Y. 2016-2017

Date \_\_\_\_\_

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 all the money and property for which I was responsible in this school/district/division and that all reports required of me were already compiled as shown:

	Signature	Date
1. DepEd form 48 (DTR- Biometric Generated)	_____	_____
2. OPCR ( Performance Appraisal)	_____	_____
3. Consolidated Inventory using template	_____	_____
4. Inventory of textbooks/H.E./ICT etc. properties	_____	_____
5. Form 86 (Health Examination)	_____	_____
6. SALN	_____	_____
7. District <u>TACIDITERA/MOPUSTA</u>	_____	_____
8. BIR Form 2316	_____	_____
9. Update 201 File	_____	_____
10. DepEd School Form 4, form 5 system generated	_____	_____
11. Schedule of Summer Activities	_____	_____
12. Training Needs Survey Consolidation	_____	_____
13. PRC License No. _____ Expiration _____	_____	_____
14. PPSTA	_____	_____
15. Library Hub	_____	_____
16. TACIDITIC	_____	_____
17. Provident Loans	_____	_____
18. SIP/APP	_____	_____
19. District Form 3	_____	_____

\_\_\_\_\_  
 School

\_\_\_\_\_  
 Principal/Head Teacher/TIC  
 (Signature over printed name)

Money Properties & Accountabilities:

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

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

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

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

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

Recommending Approval:

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

Approved:

**VICTORIA V. GAZO, Ph.D., CESO V**  
 School Division Superintendent