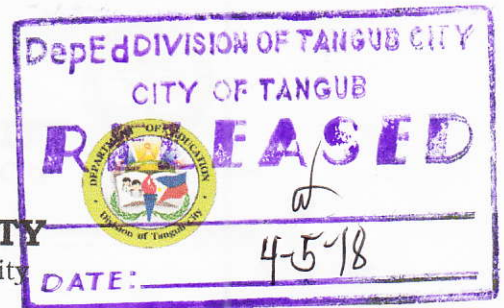




Republic of the Philippines  
Department of Education  
Region X – Northern Mindanao  
**DIVISION OF TANGUB CITY**  
Anecito Siete St., Mantic, Tangub City



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April 4, 2018

**DIVISION MEMORANDUM**  
No. **92**, s. **2018**

**SUBMISSION OF SCHOOL CLEARANCE AND LATEST PERSONAL DATA SHEET  
FOR TEACHING AND NON-TEACHING PERSONNEL**

To: Curriculum Implementation Division (CID)  
School Governance and Operations Division (SGOD)  
Elementary and Secondary School Heads, TICs and OICs  
This Division

1. Pursuant to existing rules and regulations stipulated in DepEd Order No. 17, s. 2005 and DepEd Order No. 25, s. 2003, this Office requires all the teaching and non-teaching personnel to submit School Clearance for property and other accountabilities for S. Y. 2017-2018 which includes the properly filled out Latest Personal Data Sheet.
2. Submission of the consolidated documents shall be done by the School Head or any authorized representative from the school. This will be forwarded in bunch to the Receiving Section, Division Office on or before April 20, 2018.
3. Enclosed is a clearance template for guidance.
4. In case of failure to comply, a school Memorandum reminding the concerned teacher/personnel shall be issued citing this Memorandum. Willful failure to comply may be acted upon administratively pursuant to the DepEd Rules and Procedures.
5. Compliance and immediate dissemination of this Memorandum is enjoined.

**JEAN G. VELOSO**  
Assistant Schools Division Superintendent  
OIC-Schools Division Superintendent

JGV/mta-duo/4-1-2018

*Relevant, inclusive and liberating basic education builds a strong nation*



**TEACHERS' CLEARANCE**  
 S.Y. 2017-2018

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:

	Signature	Date
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	_____	_____

\_\_\_\_\_  
 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