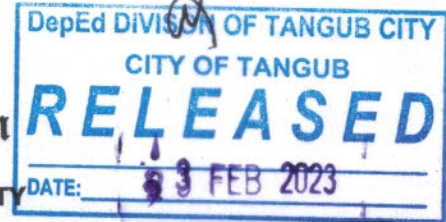




Republic of the Philippines  
**Department of Education**  
Region X  
**SCHOOLS DIVISION OF TANGUB CITY**



February 21, 2023

**DIVISION MEMORANDUM**

No. 58, s. 2023

**ADDENDUM TO DIVISION MEMORANDUM NO. 51, S. 2023 DATED FEBRUARY 17, 2023, ON SUBMISSION OF SCHOOL/ DISTRICT / DIVISION CLEARANCE**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors (CID & SGOD)  
Education Program Supervisors (EPSs)  
Public District In- Charge (PSDICs)  
Public Elementary & Secondary School Heads  
This Division

1. In reference to Division Memorandum No. 51, s. 2023, dated February 17, 2023, on Submission of School/ District/ Division Clearance to all accountable officers affected in the 2023 movement of a school administrator.

2. To ensure the accounting of government properties, all affected personnel listed below are advised to be in attendance during the proper turn over of the following documents to the incoming school administrators as witnessed by the Authorized representative from DepEd and COA on March 7, 2023.

- a. SL- Subsidiary Ledger
- b. RAOD- Registry of Allotment Obligations and Disbursement
- c. NORSA- Notice of Obligation Report and Status
- d. ORS- Obligation Request Status
- e. LRS- Liquidation Report Status
- f. SOP-School Operational Plan
- g. RAP- Realignment Advice Form
- h. CDR- Cash Disbursement Register
- i. School Site Development Plan
- j. Lot Ownership
- k. Annual Physical Inventory signed by the division inventory team
- l. Updated Physical Inventory
- m. Other relevant school documents

3. Kindly see attached enclosures no. 1 and 2 of this memorandum.

4. For your guidance and immediate compliance.

**NIMFA R. LAGO, PhD, CESO VI**

Assistant Schools Division Superintendent

OIC- Office of the Schools Division Superintendent

CC: COA



Address: Anecito Siete St. Mantic, Tangub City

Telephone: (088) 530 - 5988



Republic of the Philippines  
**Department of Education**  
Region X  
**SCHOOLS DIVISION OF TANGUB CITY**

Enclosure No.1 to Division Memorandum No.58, s.2023

March 7, 2023 (8:30-12 NN)

<b>District</b>	<b>Schools</b>	<b>Previous Administrator</b>	<b>Present Administrator</b>
Central A	San Apolinario ES	Ritche S. Mendoza	Ivy T. Lagat
	Sta. Cruz ES	Nonito G. Banawan	Susan A. Libonfacil
	Tangub City CS	Roger A. Baril	Junnifer G. Gutang
North A	Capalaran West ES	Annalyn G. Quiap	Remilio P. Tano
	Sta. Maria CS	Annalyn G. Quiap	Annalyn G. Quiap
	Sta. Mari NHS	Edith S. Porio	Judy Marie F. Cabrera
North B	Barangay Tres ES	Margie E. Maglangit	Arnold V. Canas
	Bongabong ES	Stephen F. Honculada	Bernadith M. Lucesio
	Bongabong NHS	Joselito B. Rosalijos	Elna G. Mentang
	Isidro D. Tan ES	Segundo S. Datoy	Christopher M. Troniado
	Manga ES	Remilio P. Tano	Segundo S. Datoy
	Minsubong ES	Ivy T. Lagat	Margie E. Maglangit
	Polao IS	Susan A. Libonfacil	Ligaya M. Cabalan
<b>March 7, 2023 (1:30-5PM)</b>			
South A	Labuyo ES	Melchor A. Largo	Stephen F. Honculada
	Maquilao IS	Judy Marie F. Cabrera	Roger A. Baril
	Prenza ES	Roberta P. Singgit	Jomar L. Reyes
	San Antonio ES	Ronel Mangindo	Anna Michelle T. Canete
	Vidasto Carillo MES	Carlos F. Singgit	Ritche S. Mendoza
South B	Aquino ES	Jomar L. Reyes	Corazon B. Pueblas
	Bintana IS	Delio A. Fuentes	Joselito B. Rosalijos
	Pangabuan Beach ES	Arnold V. Canas	Carlos F. Singgit
Southwest A	Balatacan ES	Christopher M. Troniado	Melinda Lumpayao
	Bocator ES	Nancy A. Lasmarias	Delio A. Fuentes
	Panalsalan ES	Corazon B. Pueblas	Roberta P. Singgit
Southwest B	Kampit PS	Melinda M. Lumpayao	Ronel Mangindo
	Simasay NHS	Ligaya M. Cabalan	Gladys Ann E. Cuasito
	Sumirap CS	Junnifer G. Gutang	Nonito G. Banawan



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Region X  
**SCHOOLS DIVISION OF TANGUB CITY**

Enclosure No. 2 to Division Memorandum No.58, s.2023

**DOCUMENTS CHECKLIST  
FOR MONETARY AND PROPERTY ACCOUNTABILITIES**

	<b>Clear ed (/)</b>	<b>Not Cleared (x)</b>	<b>Remarks</b>
<b>Financial Documents</b>			
SL- Subsidiary Ledger			
RAOD- Registry of Allotment Obligations and Disbursement			
NORSA- Notice of Obligation Report and Status			
ORS- Obligation Request Status			
LRS- Liquidation Report Status			
SOP-School Operational Plan			
RAP- Realignment Advice Form			
CDR- Cash Disbursement Register			
School Site Development Plan			
Lot Ownership			
Annual Physical Inventory signed by the division inventory team			
Updated Physical Inventory			
Other relevant school documents			

\_\_\_\_\_  
Outgoing School Administrator

\_\_\_\_\_  
Incoming School Administrator

**WITNESS**

\_\_\_\_\_  
Division Accountant III

\_\_\_\_\_  
Division Supply Officer

\_\_\_\_\_  
Audit Team Leader/ Representative

\_\_\_\_\_  
Administrative Officer V

\_\_\_\_\_  
Schools Division Superintendent/ Representative



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