



Fiavensing the Paths to Educational Excellence
April 17, 2017

### 2016-2017 YEAR END CLEARANCE FOR PUBLIC SCHOOLS DISTRICT SUPERVISORS/DISTRICT IN-CHARGE & ELEMENTARY & SECONDARY SCHOOL ADMINISTRATORS

To

Asst. Schools Division Superintendent

Chiefs, CID & SGOD

Division Education Program Supervisors/Division Coordinators

**Division Section Heads** 

Public Elementary & Secondary School Administrators

Public Elementary & Secondary Teachers

All Others Concerned

- 1. Ending the School Year with a Clearance facilitates documentation and submission of relevant year ending reports and the conduct of inventory of district/school properties.
- 2. For SY 2016-2017, all Public Schools District Supervisors/District In-Charge, Public Elementary and Secondary School Heads shall use the attached template for a CLEARANCE.
- 3. Everyone is reminded to submit all the reports required by the different focal persons of all Programs Activities & Projects (PAPs), learning areas and the like prior to seeking the signatures of those names printed in the clearance.
- 4. In like manner, all others whose names are not among the signatories of the 2016-2017 Division Clearance shall ask from the field the necessary reports through a separate division memorandum.
- 5. Division Education Program Supervisors/Division Coordinators, Senior Education Program Specialists, Education Program Specialists and all those under the CID and SGOD shall provide a list of names of concerned PSDS/District In-Charge and School Heads whose clearance cannot be signed because of reports not yet submitted.
- 6. This is to further remind the school heads that they need to settle and clear themselves from district accountability prior to seeking the signature of the Chiefs of the CID & SGOD, hence a countersignature of the PSDS is required. This shall be affixed under the names of the CID & SGOD Chiefs.
- 7. All Public Schools District Supervisors/District In-Charge are expected to submit to the SDO (Attn: Mrs. Alicia Sagolili) a District Report on Status of Accomplishment of Clearance of Teachers using the template attached on or before May 15, 2017.
- 8. Deadline also for the clearance of all Public Schools District Supervisors and School Heads is June 30, 2017.
  - 9. Widest dissemination of this memorandum is desired.

SALUSTIANO T. JIMENEZ, CESO VI OIC-Asst. Regional Director Schools Division Superintendent





Fraversing the Paths to Educational Excellence

# DIVISION CLEARANCE FOR PUBLIC ELEMENTARY & SECONDARY SCHOOL ADMINISTRATORS AND PUBLIC SCHOOLS DISTRICT SUPERVISORS/DISTRICT-IN-CHARGE

School: District:
ave been cleared of all accountabilities in the school/ district cleared of the financial, property account-abilities and other signatures of the officials concerned.
ure Over Printed Name
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OFFICIAL IN-CHARGE	PROGRAM ACCOUNTABILITIES/YEAR-END REPORTS	AUTHORIZED SIGNATURE	DATE
	-Composition for District Inventory Committee		
Mrs. Lelanie T. Cabrera	-Composition of District Ranking Committee		
Asst. Schools Division	-Composition of District Grievance Committee		1
Superintendent	-Reports/List of Cases/Complaints filed/incident reports/Date		
	Filed-Date Acted-Remarks (in tabular form)		4
	-Library Hub Reports with pictures in short folder (to be		
	submitted to the Div. Lib Hub Librarian)		1
Dr. Erlinda N. Calumpang	-IPCRF -hard copy (for PSDS/District In-Charge only)		1
Chief Education Supervisor	-Requirements from All Div. Educ. Prog. Supervisors (see		1
Curriculum Implementation	separate Division Memorandum)		
Division (CID)	-Folder containing documents re: Summer Classes/Remediation		1
211,010 (0,0)	Activities for Students who are conditionally promoted		
	-School Profile of Teaching & Non-Teaching Staff		
	-Year End DORP Report	<del></del>	<del> </del>
	-Duly Accomplished ARTA Checklist		
	-Updated SRC (March, 2017)		
	-E-SIP (Passing District Appraisal)/ AIP		1
Dr. Rachel B. Picardal	-SMEA & DsMEA (2nd, 3rd, & 4th Quarter in CD)		
Chief Education Supervisor	-Updated Site Development Plan		1
Schools Governance	a. Standard Plan		1
Operations Division (SGOD)	b. NSBI Size Plan		<b>,</b>
Operations Division (300D)	-Status of School Titling Application		
	-Status of School Fitting Application		1
	-Complance to DM No. 166, S. 2017 -IPCRF of Teaching & Non-Teaching Personnel (soft & hard copies		ļ
	(1) CD per District		
	-SBM Level of Practice		
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Man Lida D. Camaianta	-BIR 2316 duly signed with transmittal -Updated list of School Heads (as of April , 2017)		Į
Mrs. Lida P. Sarmiento Administrative Officer	Comment of Performance Refine for SV 2015		
Administrative Officer	-Summary of Performance Rating for SY 2016-2017		
	-Updated Data Portfolio		
Mrs. Miriam Lou Batiancila	-School Form 5 & School Form 6		1
Division Planning Officer	-March Form 4		
	-Certificate of Proper Turn-over of documents for Transferred SHs		<u> </u>
Mrs. Alicia S. Sagolili	-Paid Payroll/vouchers		
Division Cashier	-Present Official Receipts issued for Inventory Purposes (if any)		
	-Liquidation of Regular Cash Advances including (SEDIP, TEEP,		1
Mrs. Ma. Jennifer P. Piodos	SPHERE, MOOE, SBFP, GPAK		
Division Accountant	-Fidelity Bond		
	-Updated Inventory of Properties (textbooks, furniture, IT		
	Equipment, SPED equipment, Math & Science equipment		
Mrs. Evelyn Mariño	Donated Properties		
Division Supply Officer	Properties Purchased from MOOE/SBM		
	-Payments of losses (textbooks)		
	-Return of Borrowed Equipment (Palarong NegOr, NIRAA)		
	-Textbook Situation		
	-Consolidated Form 86 (with chest x-ray, Urinalysis within 2		
Dr. Jeazon Mark P. Consing	weeks)		
Division Physician	-End line Nutritional Status (SY 2016-2017)		
	-SBFP Terminal Report (with templates)		}

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### REPORT ON STATUS OF ACCOMPLISHMENT OF CLEARANCE BY TEACHERS

Name of School: _	
District:	·
Date Submitte	d:

Name of Teacher	Position/ Designation (T1, T2, T3, MT)	Status of Clearance <u>Pls. Indicate:</u> • With clearance • Without clearance

Submitted by:

#### SCHOOL-BASED FEEDING PROGRAM TERMINAL REPORT - PROGRAM ACCOMPLISHMENT

SY \_\_\_\_\_

District:

			No. Ben	eficiaries			Financia	l Status	
Region	No.	Schools	Target	Actual	Status of Implementation (Indicate if completed, discontinued or for continuation; and the number of feeding days completed)	Amount Received	Disbursed	Liquidated	Unliquidated
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Region	2								
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# SCHOOL-BASED FEEDING PROGRAM TERMINAL REPORT - CONSOLIDATED NUTRITIONAL STATUS SY 2014-2015

			No.	Γ				Ref	ore F	eeding	7			After Feeding											
District	No.	Schools	Beneficiaries	SW	%	W	%	N	%	ow	%	ОВ	%	TOTAL	SW	%	W	%	N	%	OW	%	OB	%	TOTA
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### SCHOOL-BASED FEEDING PROGRAM TERMINAL REPORT - % ATTENDANCE

SY \_\_\_\_\_

							% Atte	ndance			
Disrtrict	No.	Schools	Month 0	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Average of Months 1-7
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# SCHOOL-BASED FEEDING PROGRAM TERMINAL REPORT ISSUES ENCOUNTERED

## SCHOOL-BASED FEEDING PROGRAM TERMINAL REPORT

	SY	
District:		

Schools	Issues Encountered	Actions Taken
and the second s		

### SCHOOL-BASED FEEDING PROGRAM TERMINAL REPORT - PROCUREMENT PROCESS

SY 20 \_\_\_-

			Procurem	ent Process	Presence/Use of Documents								
District		Schools	Bidding	Small Value Procurement	Request for Quotation	PHILGEPS Cert	Abstract of Quotation		Official Receipt				
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Department of Education
Region VII
Division Physical and Financial Report

## **Region VII Division of Negros Oriental**

		Targe	et based from	WFP		Actual Served											
Name of	Name of	No.	of SW & W Beneficia	ries	No.	of SW & W Benefici		Date of Feeding	Date of	Total No. of Feeding Days			Cash Utilization			Names of School	Contact Numbers
District	Schools	4Ps	Non 4Ps	Total	4Ps	Non 4Ps	Total	Started	Feeding Ended	Implemented	Amount Received from D.O.	Amount Utilization	% Utilization	Amount Balance	Amount Returned	Heads	Celiphone and Landline
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Department of Education Region VII Division Physical and Financial Report

## **Region VII Division of Negros Oriental**

Name of District	Total No. of Schools implemented	Target based from WFP			Actual Served			Date of Feeding Started	Date of Feeding Ended	Total No. of Feeding Days Implemented	Financia Cash Utilization					
		No. of SW & W Beneficiaries			No. of SW & W Beneficiaries						Feeding	Disbursement	Orientation	Disbursement	Amount	: Returned
		4Ps	Non 4Ps	Total	4Ps	Non 4Ps	Total	1			Funds	Feeding	Funds	Orientation	Feeding	Orientation
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