



DEPARTMENT OF EDUCATION
SCHOOLS DIVISION OF

NEGROS ORIENTAL

Traversing 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

17 APR 2017



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



Name: _____
Position/Designation: _____

School: _____
District: _____

To the Schools Division Superintendent:

May I have the honor to inform you that I have been cleared of all accountabilities in the school/ district where I am presently assigned and that I am also cleared of the financial, property account-abilities and other obligations for SY 2016-2017 as evidenced by the signatures of the officials concerned.

Signature Over Printed Name

OFFICIAL IN-CHARGE	PROGRAM ACCOUNTABILITIES/YEAR-END REPORTS	AUTHORIZED SIGNATURE	DATE SIGNED
Mrs. Lelanie T. Cabrera Asst. Schools Division Superintendent	-Composition for District Inventory Committee -Composition of District Ranking Committee -Composition of District Grievance Committee -Reports/List of Cases/Complaints filed/Incident reports/Date Filed-Date Acted-Remarks (in tabular form)		
Dr. Erlinda N. Calumpang Chief Education Supervisor Curriculum Implementation Division (CID)	-Library Hub Reports with pictures in short folder (to be submitted to the Div. Lib Hub Librarian) -IPCRF –hard copy (for PSDS/District In-Charge only) -Requirements from All Div. Educ. Prog. Supervisors (see separate Division Memorandum) -Folder containing documents re: Summer Classes/Remediation Activities for Students who are conditionally promoted -School Profile of Teaching & Non-Teaching Staff		
Dr. Rachel B. Picardal Chief Education Supervisor Schools Governance Operations Division (SGOD)	-Year End DORP Report -Duly Accomplished ARTA Checklist -Updated SRC (March, 2017) -E-SIP (Passing District Appraisal)/ AIP -SMEA & DsMEA (2 nd , 3 rd , & 4 th Quarter in CD) -Updated Site Development Plan a. Standard Plan b. NSBI Size Plan -Status of School Titling Application -Compliance to DM No. 186, s. 2017 -IPCRF of Teaching & Non-Teaching Personnel (soft & hard copies (1) CD per District -SBM Level of Practice		
Mrs. Lida P. Sarmiento Administrative Officer	-BIR 2316 duly signed with transmittal -Updated list of School Heads (as of April , 2017) -Summary of Performance Rating for SY 2016-2017		
Mrs. Miriam Lou Batiancila Division Planning Officer	-Updated Data Portfolio -School Form 5 & School Form 6 -March Form 4 -Certificate of Proper Turn-over of documents for Transferred SHs		
Mrs. Alicia S. Sagolili Division Cashier	-Paid Payroll/vouchers -Present Official Receipts issued for Inventory Purposes (if any)		
Mrs. Ma. Jennifer P. Piodos Division Accountant	-Liquidation of Regular Cash Advances including (SEDIP, TEEP, SPHERE, MOOE, SBFP, GPAK -Fidelity Bond		
Mrs. Evelyn Mariño Division Supply Officer	-Updated Inventory of Properties (textbooks, furniture, IT Equipment, SPED equipment, Math & Science equipment • Donated Properties • Properties Purchased from MOOE/SBM -Payments of losses (textbooks) -Return of Borrowed Equipment (Palarong NegOr, NIRAA) -Textbook Situation		
Dr. Jeazon Mark P. Consing Division Physician	-Consolidated Form 86 (with chest x-ray, Urinalysis within 2 weeks) -End line Nutritional Status (SY 2016-2017) -SBFP Terminal Report (with templates)		

CLEARANCE CERTIFICATE

This is to certify that _____ of _____ District of _____ is cleared from all financial, property accountabilities and other obligations for SY 2016-2017.

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

REPORT ON STATUS OF ACCOMPLISHMENT OF CLEARANCE BY TEACHERS

Name of School: _____

District: _____

Date Submitted: _____

[illegible]

Submitted by:

Signature over Printed Name of PSDS

SCHOOL-BASED FEEDING PROGRAM TERMINAL REPORT - PROGRAM ACCOMPLISHMENT

SY _____

District: _____

[illegible]

SY 2014-2015

[illegible]

SCHOOL-BASED FEEDING PROGRAM TERMINAL REPORT - % ATTENDANCE

SY _____

[illegible]

SCHOOL-BASED FEEDING PROGRAM TERMINAL REPORT
ISSUES ENCOUNTERED
SCHOOL-BASED FEEDING PROGRAM TERMINAL REPORT

SY _____

District: _____

Schools	Issues Encountered	Actions Taken

SCHOOL-BASED FEEDING PROGRAM TERMINAL REPORT - PROCUREMENT PROCESS

SY 20

[illegible]

Region VII Division of Negros Oriental[illegible]

Region VII Division of Negros Oriental

[illegible]