



Republic of the Philippines  
**Department of Education**  
Region VIII  
**SCHOOLS DIVISION OF CALBAYOG CITY**

12 July 2024

**DIVISION MEMORANDUM**

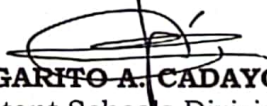
No. 360, s. 2024

**UPDATED DOCUMENTARY REQUIREMENTS FOR RETIREMENT/  
SURVIVORSHIP/DISABILITY/RESIGNATION AND  
OTHER MODES OF SEPARATION**

To: Assistant Schools Division Superintendent  
Functional Division Chiefs  
Education Program Supervisors  
Public Schools District Supervisors  
School Heads  
All Others Concerned

1. Attached is the Regional Memorandum No. 289, s. 2024 dated March 12, 2024 stipulating the updated Documentary Requirements for Retirement/Survivorship/Disability/Resignation and Other Modes of Separation.
2. For uniformity in accomplishing the Division Clearance, attached also is a copy of the prescribed CS Form No. 7, revised 2018.
3. Immediate dissemination of and strict compliance with this memorandum are desired.



  
**MARGARITO A. CADAYONA PhD, CESO VI**  
Assistant Schools Division Superintendent  
Officer In-Charge  
Office of the Schools Division Superintendent

Encl.: As stated.



Address: P2 Brgy. Hamorawon, Calbayog City, Samar  
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DEPARTMENT OF EDUCATION  
SCHOOLS DIVISION OF CALBAYOG CITY  
**CLEARANCE FORM**  
(Instructions at the back)

<b>I PURPOSE</b>				
				Date of Filing _____
TO: <u>Department of Education, Regional Office VIII</u>				
I hereby request clearance from money, property and work-related accountabilities for:				
Purpose: <input type="checkbox"/> Transfer		<input type="checkbox"/> Resignation		<input type="checkbox"/> Other Mode of Separation:
<input type="checkbox"/> Retirement		<input type="checkbox"/> Leave		Please specify: _____
Date of Effectivity: _____				
Office of Assignment: _____			Name and Signature of Employee _____	
Position/SG/Step: _____				
<b>II CLEARANCE FROM WORK-RELATED ACCOUNTABILITIES</b>				
We hereby certify that this employee is cleared <input type="checkbox"/> / not cleared <input type="checkbox"/> of work-related accountabilities from this Unit/Office/Dept.				
_____ Immediate Supervisor			_____ Head of Office	
<b>III CLEARANCE FROM MONEY AND PROPERTY ACCOUNTABILITIES</b>				
Particulars	Cleared	Not Cleared	Name of Clearing Officer/Official	Signature
<b>1. Finance Services</b>				
a. On cash advance, accounts receivable, and travelling expenses paid in advance			SHERYLL ANN MARIE G. LACABA Accountant III	
b. On cash Accountability			SHERYLL ANN MARIE G. LACABA Accountant III	
c. On Provident Fund Loan			SHERYLL ANN MARIE G. LACABA Accountant III	
<b>2. Administrative Services</b>				
a. On property Accountability 1. Supply Office			GRACE S. PAGUNSAN Administrative Officer V	
b. On attendance records and salary overpayment 1. HR Personnel 2. Cashier			GRACE S. PAGUNSAN Administrative Officer V	
c. On records borrowed			MARIA ANGELA B. ANTONIO Administrative Officer IV	
<b>3 Library Services</b>				
a. On books/materials borrowed			BEVERLY C. LONGCOP Librarian	
<b>IV CERTIFICATION OF NO PENDING ADMINISTRATIVE CASE:</b>				
a. <input type="checkbox"/> with pending administrative case			ATTY. MARIA CATHERINE S. BARANDINO Attorney III	
b. <input type="checkbox"/> with ongoing investigation (no formal charge yet)				
<b>V CERTIFICATION</b>				
This is to certify that this employee is cleared of work-related, money and property accountabilities from this agency. This certification includes no pending administrative case from this agency.				
Approved:				
<b>MARGARITO A. CADAYONA JR. PHD, CESO VI</b>				
OIC - Schools Division Superintendent				
Signature over Printed Name of Agency Head				

**INSTRUCTIONS:**

1. Employees who are retiring, being separated, transferring to other agencies, leaving the Philippines and going on leave of absence for more than 30 days shall prepare this form in quadruplicate.
2. This clearance should be duly accomplished before paying the last salary or any money due the employees. (Specify which type of clearance: maternity leave, retirement, transfer, etc.)
3. If the employees are cleared from a unit/office/department, the clearing/authorized official may attach to this clearance the pertinent document/s that shall prove that the employees are cleared of any obligation or accountability from their office, if any, and tick the box under the "Cleared" column before affixing their signatures.
4. If the employees appear to have uncleared accountability/ies from a unit/office/department, the clearing/authorized official shall attach to this clearance the pertinent document/s that shall prove that the employees have remaining obligation or accountability from their office further indicating the necessary action/s that the employee must satisfy in order to be cleared, and tick the box under the "Uncleared" column. The clearing/authorized official must only sign this clearance corresponding to their name once the employee have complied the necessary requirements and cleared of all the obligation/s and accountability/ies from their office. They must also tick the box under the "Cleared" column.
5. The HRMO shall distribute copies of approved clearance as follows: original to the employee; duplicate to be attached to the payroll or voucher; triplicate to human resource unit file; and fourth copy to accounting/auditing office.
6. Processing of clearance certificate shall follow the order of number indicated.