



Republic of the Philippines
Department of Education

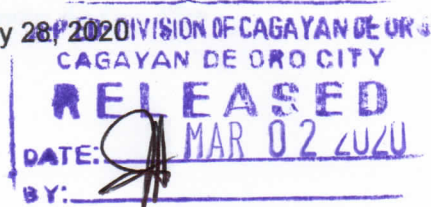
REGION X

SCHOOLS DIVISION OF CAGAYAN DE ORO CITY

Curriculum Implementation Division

February 28, 2020

Division Memorandum
No. 149, s. 2020



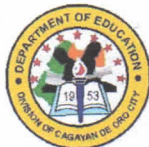
TEACHER'S CLEARANCE FOR SY 2019-2020

To: All Concerned Public Schools District Supervisors
All Concerned Education Program Supervisors
All Concerned Education Program Specialists/Coordinators in ALS
All Concerned District ALS Coordinator (DALC)
All Concerned Division and District In-Charge/Coordinators in Madrasah/ALIVE Education
All Concerned Personnel of the Division Supply Office
All Concerned Personnel of the Division Learning Resource Center
All Concerned Public Elementary School Heads and Teachers
This Division

1. The field is hereby informed on the content of the teacher's clearance for SY 2019-2020. All school heads are advised to check if all teachers in their respective school have satisfactorily accounted for money/ property responsibilities before they will leave the school for summer vacation.
2. All teachers' clearance shall be compiled in one (1) folder in the school. The said clearance shall be checked by the PSDSs during the monitoring and evaluation. Enclosed is the teacher's clearance template which can be accessible through this link: <http://bit.ly/3ch9XU0>.
3. For your guidance and compliance.

CHERRY MAE L. LIMBACO
Schools Division Superintendent

/jdp'20



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City
Telephone No: (08822)855-0048



Republic of the Philippines
Department of Education
Division of Cagayan de Oro City
Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City

TEACHER'S CLEARANCE

The Schools Division Superintendent
Division of Cagayan de Oro
Cagayan de Oro City

Sir/Madam:

I have the honor to inform you that I have satisfactorily accounted for money and property responsibilities for which I was responsible in this school and that all reports required of my work were submitted on the dates shown below:

	FORMS	Date Received	Signature of In-Charge	Remarks
1	SF1 (School Register)			
2	SF2 (Daily Attendance Report of Learners)			
3	SF3 (Books Issued and Returned)			
4	SF5 (Report on Promotion & Level of Proficiency)			
5	SF6 (Summarized Report on promotion & Level of Proficiency)			
6	SF9 (Report Card)			
7	SF10 (Learner's Permanent Record)			
8	School Library			
9	Library Hub			
10	LIS Updating			
11	IPCR Filed			
12	CSC Form 201 (PDS) file submitted			
13	Classroom key turnover			
14	SALN Filed			
15	Others			

*Note: N/A if not applicable

Very truly yours,

Signature over Printed Name (Teacher)
Designation: _____

This clearance is valid until June 2, 2020. For queries, pls contact me thru this mobile# _____.
My permanent address is located at _____

Certified Correct:

School Property Custodian

Registrar / Records Officer

Teacher's Club

School Canteen

Grade Leader /Dept. Head

School Treasurer

APPROVED:

School Principal