



Republic of the Philippines
DEPARTMENT OF EDUCATION
Cordillera Administrative Region
DIVISION OF BAGUIO CITY
Upper Session Road, Military Cut-Off, Baguio City
Tel. No.: (074) 442-7819



DIVISION MEMORANDUM

No. 05 s. 2015

To : All Public Elementary School Heads;
Public Secondary School Heads;
Teachers – In – Charge; and
All others concerned

From : **FRANCIS CESAR B. BRINGAS, CESO VI**
Schools Division Superintendent

Subject : **IMMEDIATE SUBMISSION OF DIVISION AND CITY CLEARANCES**

Date : 09 January 2015

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1. It has been observed that some schools principals, TICs, or Head Teachers-In-Charge have not complied with the required Division Clearance and City Clearance prior to their return to their school assignment or assumption as new school heads in a different school.
 2. Whereas, it has always been a requirement and a prerequisite for an outgoing school head/TIC to submit the above clearances as provided in the Division Memorandum giving due course to the reassignment or transfer.
 3. In this regard, all school principals, TICs, and Head Teachers-In-Charge who were reassigned effective **school years 2012-2013, 2013-2014, and 2014-2015** are enjoined to submit their respective Division and City Clearances on or **before January 16, 2015**.
 4. Please submit the clearances at the Schools Division Administrative Officer's Office.
 5. For strict compliance.

For the Schools Division Superintendent:


AUGUSTIN P. LABAN III

OIC – Asst. Schools Division Superintendent