
	<b>GENERAL QUALITY FORM</b>		Document Code: <b>OCT 03 2019</b> Revision: 00 Effectivity Date: <b>01-20-2018</b>
	<b>DIVISION MEMORANDUM</b>		Name of Office: <b>OSDS-ADMIN SECTION</b>

OFFICE  
BAGUIO CITY

**OCT 03 2019**

**RELEASED**

**Office of the Superintendent**  
**Division Memorandum Number. 509, s. 2019**

**SIGNING AND SUBMISSION OF DIVISION CLEARANCE**

**TO:** OIC-Asst. Schools Division Superintendent  
 SDO Functional Division Chiefs  
 Section/Unit Heads  
 Public Schools District Supervisors  
 Public School Heads  
 All others concerned

1. To facilitate office transactions requiring the submission of Division Clearance, the following guidelines must be followed:
  - a. All information pertaining to the purpose of clearance must be filled-out properly and completely.
  - b. Work-related accountabilities must be duly signed by the immediate supervisor. In the case of the school, it is understood that the public schools district supervisor and the school head shall be held responsible for the applicant's clearance from money and property accountabilities in their respective place of assignment.
  - c. Signatories on Money and property accountabilities as well as the certification of pendency/non-pending of case are compulsory; hence, the applicant/employee must see to it that boxes for action taken (cleared or not cleared) be checked by the signatories.
  - d. The Asst. Schools Division Superintendent and/or Schools Division Superintendent will certify the clearance after the completion of the above compulsory signatories.
  - e. For the application of City Government Clearance, the accomplished Division Clearance must be attached.

2. For information, guidance and compliance.

  
**MARIE CAROLYN B. VERANO, CESO VI**  
 School Division Superintendent