



08 February 2017

DIVISION MEMORANDUM

No. **27** S. 2017

REVISING SCHOOL AND DIVISION CLEARANCE

To : Assistant Schools Division Superintendents
Chiefs, SGOD and CID
Public Schools District Supervisors
Elementary and Secondary School Heads
All Others Concerned

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RELEASED
FEB 08 2017

RECORDS SECTION

1. To ensure personnel leaving station is cleared from school forms, money and property obligations, the Schools Division Office (SDO) introduces a new format of school and division clearance form effective immediately.
2. The new format is aimed to improve the proper and formal turn over of documents and other responsibilities from personnel who will leave his/her station due to transfer, promotion, resignation, retirement and even reclassification.
3. It is understood that all personnel leaving a station including teachers, school heads and non-teaching personnel who will be promoted, transferred and passed the performance validation shall accomplish the clearance first before the release of Assignment/Reassignment Order and approval of the retirement papers.
4. The revised forms come in different forms for elementary and secondary teachers and school heads, SDO office and non-teaching personnel and can be found on the Enclosures.
5. For your information, guidance and compliance.

RONALDO A. POZON, Ph.D., CESO V
Schools Division Superintendent

To be included in the Perpetual Index
under the following subjects:

CLEARANCE
FORMS
PERSONNEL

ASDS_Memo_Clearance
ASDS_02_07_17

