



Republic of the Philippines
Department of Education
REGION VIII – EASTERN VISAYAS
SCHOOLS DIVISION OF ORMOC CITY
ORMOC CITY

CLEARANCE FORM

(Instructions at the back)

I PURPOSE				
TO: Department of Education - Ormoc City Division			February 4, 2025 Date of Application	
I hereby apply for clearance from money, property and work-related accountabilities for: Purpose: <input checked="" type="checkbox"/> Transfer <input type="checkbox"/> Resignation <input type="checkbox"/> Other Mode of Separation: <input type="checkbox"/> Retirement <input type="checkbox"/> Leave Please specify: <u>Visayas State University</u> Effectivity/Inclusive Period: _____				
Office of Assignment: <u>Ormoc City Night High School</u> Position/SG/Step: <u>AO-II/SG 11/Step 2</u>			 Edeline B. Molina Name and Signature of Employee	
II CLEARANCE FROM WORK-RELATED ACCOUNTABILITIES				
We hereby certify that this applicant is cleared of work-related accountabilities from this Unit/Office/Dept.				
 MARIBEL C. BANDEJO EdD Immediate Supervisor			 CARMELINO P. BERNADAS PhD, CESO V Schools Division Superintendent Head of Office	
III CLEARANCE FROM MONEY AND PROPERTY ACCOUNTABILITIES				
Name of Unit/Office/Department	Cleared	Not Cleared	Name of Clearing Officer/Official	Signature
1. Administration Sector				
a. On property accountability	/		ANA LENEICA S. CALIBO Administrative Services Section	
b. On attendance records and salary overpayment	/		ANA LENEICA S. CALIBO Administrative Services Section	
c. On records borrowed	/		ANA LENEICA S. CALIBO Administrative Services Section	
2. Library				
a. On books/materials borrowed	/		RIZA O. RODRIGUEZ Librarian II	
3. Finance and Assets Management				
a. On cash advances, accounts receivable, and travelling expenses paid in advance	/		RYANNE M. SAUSA Accountant III	
b. On cash accountability	/		RYANNE M. SAUSA Accountant III	
c. On Provident Loan Fund	/		RYANNE M. SAUSA Accountant III	
4. Professional and Institutional Development				
a. Scholarship Services	/		RITCHELL P. CAPILLANES Senior Education Program Specialist - HRD	
IV CERTIFICATION OF NO PENDING ADMINISTRATIVE CASE:				
<input type="checkbox"/> with pending administrative case	/		ATTY. KARISMA IVEE L. AGRVIADOR Attorney III	
<input type="checkbox"/> with ongoing investigation (no formal charge yet)				
V CERTIFICATION				
This is to certify that this employee is cleared of work-related, money and property accountabilities from this agency. This certification include no pending administrative case from this agency.				
Approved: CARMELINO P. BERNADAS PhD, CESO V Schools Division Superintendent				