



Republic of the Philippines  
Department of Education  
Region VIII  
Schools Division of Baybay City  
**DIVISION CLEARANCE FORM**



I. PURPOSE Jan 30, 2025  
Date of Application


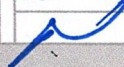

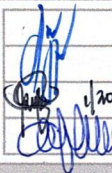
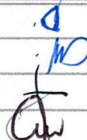
TO: **MANUEL P. ALBAÑO, PhD, CESO V**  
Schools Division Superintendent

I hereby apply for clearance from money, property and work-related accountabilities for:  
Purpose: ☒ Transfer      ☐ Resignation      ☐ Other Mode of Separation:  
☐ Retirement      ☐ Leave      Please specify: \_\_\_\_\_  
Effectivity/Inclusive Period: \_\_\_\_\_  
Office of Assignment: Pomponan NHS  
Position/SG/Step: ST-1  
MICHAEL R. CARUNGCOD  
Print 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.  
ROGER O. LINGATONG      CHERYL R. SANTIAÑEZ  
Immediate Supervisor      Head of Office

III CLEARANCE FROM MONEY AND PROPERTY ACCOUNTABILITIES

Name of Unit/Office/Dept.	Cleared	Not Cleared	Name of Clearing Officer/Official	Signature
1. Administration Sector				
a. Supply and Property Procurement and Management Services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	ERNESTO FROILAN O. OMOLON	
b. Human Resources Welfare & Assistance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	JULIUS CESAR L. DE LA CERNA	
2. Learning Resource Management Section				
a. Learning Resource Management	<input checked="" type="checkbox"/>	<input type="checkbox"/>	FRANCIS B. RECTO	
b. Library Services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	MARICHU C. VERANO	
3. Finance and Assets Management				
a. Financial Services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	RUTHLYN P. REBUCAS, CPA	
- DECS Provident Loan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	RUTHLYN P. REBUCAS, CPA	
b. Payroll & Remittance Services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	GIRLIE MARIEL B. SUBA-AN	
c. Cash Section	<input checked="" type="checkbox"/>	<input type="checkbox"/>	ADORA FE F. BALTAZAR	
4. Professional and Institutional Development				
a. Scholarship Services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	MARCK ANTHONY M. SUYOM	
b. Monitoring & Evaluation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	ROSALINDA P. PAEL	
c. Partnership/Social Mobilization	<input checked="" type="checkbox"/>	<input type="checkbox"/>	IRENEO O. RODRIGUEZ	
d. DRRM	<input checked="" type="checkbox"/>	<input type="checkbox"/>	RUEL T. MAHIPOS	

IV. CERTIFICATION OF NO PENDING ADMINISTRATIVE CASE:

a. Internal Affairs Office/Legal Office      ☐      ☐      JOSEPHUS ANTHONY T. DUEÑAS  
☐ with pending administrative case  
☐ with ongoing investigation (no formal charge yet)

V. CERTIFICATION

JOSEMILO P. RUIZ, EdD., CESE  
OIC - Assistant Schools Division Superintendent

VI. APPROVED

MANUEL P. ALBAÑO, PhD, CESO V  
Schools Division Superintendent



Republic of the Philippines  
**Department of Education**  
REGION VIII  
**SCHOOLS DIVISION OF BAYBAY CITY**

Office of the District In-charge


January 27, 2025

## DISTRICT CLEARANCE

### TO WHOM IT MAY CONCERN:

THIS IS TO CERTIFY THAT MICHAEL R. CALUNGSOD, SPECIAL SCIENCE TEACHER I of POMPONAN NATIONAL HIGH SCHOOL, Baybay V District, Baybay City, Leyte had submitted all the required reports and is cleared from all the property and financial accountability in this District as of January 27, 2025. This clearance is in connection with his reassignment at VSU as College Instructor.

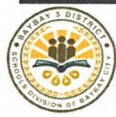
Issued this 27<sup>th</sup> day of January 2025 at Baybay V District, Baybay City, Leyte, Philippines.

  
**ERMELA M. DUPAL**  
District Treasurer

  
**JONATHAN V. ESCASINAS**  
District Property Custodian

Approved:

  
**CHERYL P. SANTIAÑEZ**  
Principal III/PIC







*Republic of the Philippines*  
**DEPARTMENT OF EDUCATION**  
Region VIII (Eastern Visayas)  
**BAYBAY CITY DIVISION**  
**BAYBAY CITY, LEYTE**

**POMPONAN NATIONAL HIGH SCHOOL**


January 9, 2025  
**Date**

**ROGER O. LINGATONG**  
**Principal IV**  
Pomponan National High School  
Baybay City, Leyte


Sir:

I have the honor to advise you that I have satisfactorily accounted for all money and property responsibilities for which I am responsible in **Pomponan National High School, Baybay City, Leyte.**

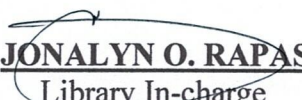
Very truly yours,

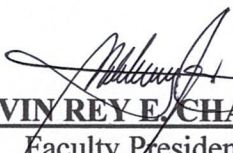
  
**MICHAEL R. CALUNGSOD**  
SSTeacher- I

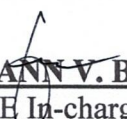
Cleared as to:

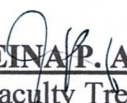
  
**PRINCESS BELL C. ORAÑO**  
Property Custodian

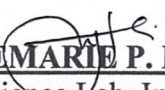
  
**SHEILA O. SOLIANO**  
EMIS Coordinator

  
**JONALYN O. RAPAS**  
Library In-charge

  
**KELVIN REY E. CHAVEZ**  
Faculty President

  
**MARY ANN V. BUNOL**  
HB In-charge

  
**JUREINA P. ARALAN**  
Faculty Treasurer

  
**ROSEMARIE P. PASTORIL**  
Science Lab. In-charge

  
**MICHAEL R. CALUNGSOD**  
ICT/E-Room In-charge

  
**ROGER O. LINGATONG**  
Principal IV