



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



I. PURPOSE

JANUARY 30, 2024

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: Visayas State University

Position/SG/Step: Instructor II

CLF MARVEN P. BALAGA
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.

GILBERT P. MACANIL
Immediate Supervisor

SARANT P. MACANIL
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"/>	SHIRLEY L. GODOY	
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	
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"/>	FEDERICO V. ALTIVO	
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 ☒
☐ with pending administrative case
☐ with ongoing investigation (no formal charge yet)

JOSEPHUS ANTHONY T. DUEÑAS

V. CERTIFICATION

JOSEMILO P. RUIZ, CESE

OIC- Assistant Schools Division Superintendent

VI. APPROVED

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