## DEPARTMENT OF EDUCATION **DIVISION OF LEYTE CLEARANCE FORM**

PURPOSE	(Instructions of	at the back)	Englovees who are retined bei
non 50 days shall prepare this form u	i siom i	ol eanead	initippines and going on leave of a
			January 14, 2025
TO: DEPARTMENT OF EDUCATION- LEYTE DIVISION			Date of Filing
I hereby request clearance from money, pr	operty and w	vork-related acc	countabilities for:
eve, retiremeki_transfer, et\_	el gioneti		
Purpose: Transfer Resignation	Other n	mode of Separat	tion:
Retirement Leave			
Effectivity/ Inclusive Period: \\ahvay	12 ( 505	A TOROLLOOP	n ibenirian em ennancio di inicio constitu
in that the box unider the "Cleaned colonia	a nati	eallie viert	F groth Mildelant hos to gollenido vitt
Office of Assignment: Inopacan Central School			MA
Position /SG/Step: <u>Teacher II/SG12/1</u>			MARZ PAULINE & BANDALAN-SALAZAR
			Name and Signature of Employee
II CLEARANCE FROM WORK-RELATED ACCOUNTABILITI			D STATE OF BOOKING SHEET AND STATE OF THE ST
We hereby certify that this employee is cleared []/	not cleared	of work-relate	// 4 //
EDITHA S. OCA			ANGUSTIA A. GOTARDO
Immediate Supervisor			Head of Office
III CLEARANCE FROM MONEY AND PROPERTY ACCOUNT	TABILTIES	AND DESIGN	oncleared column the cleaning/selfin
Name of Unit/ Office/ Department	Cleared	Not Cleared	Name of Clearing Officer/Official Signature
1. Finance Services	office. T	uni men	SON CHICAGO OF CONTROL
a. On cash advances, accounts receivable	1	T	AMIEL DENNIS B. ALLADO, CPA
and travelling expenses paid in advance			Accountant III
sevalance entitled tentions bundlet as ear	elicela he	voides to	Head of Accounting Unit
b. On Cash Accountability	milani 19	tonov to lk	AMIEL DENNIS B. ALLADO, CPA
			Accountant III Head of Accounting Unit
c. On Provident Loan			AMIEL DENNIS B. ALLADO, CPA
r of number indicated.	onto net	unizi Karia	Accountant III
	100000000000000000000000000000000000000	2.75 ( 74.4 ( 75.0) 4.46	Head of Accounting Unit
2. Administrative Services		T	
a. On Property Accountability			ALVIN F. TANTUAN Administrative Officer V
			Head of Administrative
b. On Attendance Records and Salary Overpayment			ALVIN F. TANTUAN
			Administrative Officer V
			Head of Administrative
c. On Records Borrowed			MARIPEL E. BAAY Administrative Officer IV Records Officer
			Administrative Officer IV
			Records Officer
3. Library Services			
a. On Books/ Materials Borrowed			BELLA C. ALBERCA
			Librarian II Librarian or Counterpart
IV CERTIFICATION OF NO PENDING ADMINISTRATIVE CA	ASE:	1	and a security of the security
with pending administrative case			ATTY. VERONICALIZA H.
with ongoing investigation (no formal charge yet)			BAUTISTA-VALUIS
			Legal Officer
V. CERTIFICATION			JAN 13 20
This is to certify that this employee is cleared of work	related, mor	ney and propert	ty accountabilities from this agency. This certification
includes no pending administrative case from this agency.			
Fig. 5 and 5	Appro	oved:	
Series and the series of the s	1		
MAR	IZA S. MAG	AN EdD, CESO	) V

Schools Division Superintendent

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