

DEPARTMENT OF EDUCATION
DIVISION OF LEYTE
CLEARANCE FORM
(Instructions at the back)

I PURPOSE					
January 14, 2025 Date of Filing					
TO: DEPARTMENT OF EDUCATION- LEYTE DIVISION					
I hereby request clearance from money, property and work-related accountabilities for:					
Purpose: <input checked="" type="checkbox"/> Transfer <input checked="" type="checkbox"/> Resignation <input type="checkbox"/> Other mode of Separation: <input type="checkbox"/> Retirement <input type="checkbox"/> Leave Please specify: <u>TRANSFER TO VISAYAS STATE UNIVERSITY</u>					
Effectivity/ Inclusive Period: <u>January 15 (2025)</u>					
Office of Assignment: <u>Inopacan Central School</u> Position /SG/Step: <u>Teacher II/SG12/1</u>				<u>MARZ PAULINE G. BANDALAN-SALAZAR</u> Name and Signature of Employee	
II CLEARANCE FROM WORK-RELATED ACCOUNTABILITIES					
We hereby certify that this employee is cleared <input type="checkbox"/> / not cleared <input type="checkbox"/> of work-related accountabilities from this Unit/Office/Dept.					
<u>EDITHA S. OCA</u> Immediate Supervisor			<u>ANGUSTIA G. GOTARDO</u> 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. Finance Services					
a. On cash advances, accounts receivable and travelling expenses paid in advance				AMIEL DENNIS B. ALLADO, CPA Accountant III Head of Accounting Unit	
b. On Cash Accountability				AMIEL DENNIS B. ALLADO, CPA Accountant III Head of Accounting Unit	
c. On Provident Loan				AMIEL DENNIS B. ALLADO, CPA Accountant III Head of Accounting Unit	
2. Administrative Services					
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	
3. Library Services					
a. On Books/ Materials Borrowed				BELLA C. ALBERCA Librarian II Librarian or Counterpart	
IV CERTIFICATION OF NO PENDING ADMINISTRATIVE CASE:					
<input type="checkbox"/> with pending administrative case <input type="checkbox"/> with ongoing investigation (no formal charge yet)				ATTY. VERONICALIZA H. BAUTISTA-VALUIS Legal Officer	
V. CERTIFICATION					JAN 15 2025
This is to certify that this employee is cleared of work-related, money and property accountabilities from this agency. This certification includes no pending administrative case from this agency.					
Approved: MARIZA S. MAGAN EdD, CESO V Schools Division Superintendent					