

DEPARTMENT OF EDUCATION -DIVISION OF BAYAWAN CITY
CLEARANCE FORM

I PURPOSE:

TO: DepEd -DIVISION OF BAYAWAN CITY

I hereby request clearance from money, property and work -related accountabilities for:

Purpose: ☐ Transfer ☐ Resignation ☐ Other Mode of Separation
☐ Retirement ☐ Leave Please specify: _____

Date of Effectivity:

Office of Assignment: BNHS- Senior High School	EUNICE B. GARCIA
Position/SG/Step: Teacher II/ Step 2	NAME AND SIGNATURE OF EMPLOYEE

II CLEARANCE FROM WORK-RELATED ACCOUNTABILITIES

We hereby certify that this employee is **cleared** _____ / **not cleared** _____ of work-related accountabilities from this Unit/Office/Department.

JULIET G. ALANANO
School Head

JAY GARRY TANGENTE, EdD
PSDS, District 3

III CLEARANCE FROM MONEY AND PROPERTY ACCOUNTABILITIES

Name of Unit/Office/Department	CLEARED	NOT CLEARED	Name of Clearing Officer Official	SIGNATURE
1 Administration Services				
a. Supply and Property Procurement Management Services	✓		JEDIDAH B. BORDIOS Administrative Officer IV-Supply	<i>[Signature]</i> 7/25/24
b. Human Resource Welfare and Assistance	✓		MARY ANN L. BOLLOS Administrative Officer IV-Personnel	<i>[Signature]</i> 7/25/24
c. Agency-accredited Union/ Cooperative				
2 Library				
a. Legal Office Library				
b. Library Services	✓		ARNOLD N. AREVALO School Property Custodian N/A for Non-Teaching	<i>[Signature]</i>
3 Finance and Assets Management				
a. Financial Services			EMANN A. YGOT Accountant III	<i>[Signature]</i>
b. Transaction, Processing & Billing Services	✓		NOELLE FAITH B. ORACION Administrative Assistant III	<i>[Signature]</i> 7/25/24
-Provident Loan	✓		NATHALIE N. CABASAG Accounting Clerk	<i>[Signature]</i> 7/29/24
-Cooperative				
c. Payroll & Remittance Services	✓		CARLO JE S. MALBOG Administrative Assistant III	<i>[Signature]</i> 7/29/24
4 Professional and Institutional Development				
a. Scholarship Services			N/A	

IV CERTIFICATION OF NO PENDING ADMINISTRATIVE CASE:

a. Internal Affairs Office/ Legal Affairs Office			RORI JAMES LAWRENCE R. MIRAFLOR ATTORNEY III	<i>[Signature]</i> 7/30/24
_____ with pending administrative case				
_____ with ongoing investigation (no formal charge yet)				

V. CERTIFICATION

I hereby certify that this employee is cleared of work-related, money and property accountabilities from the agency.
This certification includes no pending administrative case from this agency.

"IF LATER ON, AN OFFICIAL OR EMPLOYEE WHO HAS BEEN CLEARED IS DISCOVERED STILL ACCOUNTABLE FOR CASH/OR PROPERTY, THE CLEARANCE PREVIOUSLY ISSUED WILL NOT RELIEVE HIM/HER OF SAID ACCOUNTABILITY."

*This means that if later on, **MRS. EUNICE B. GARCIA** who will be cleared today is discovered to have money and property accountabilities in **Bayawan NHS - Senior High School** and in **District 3** this Clearance being issued will not relieve him/her of said discovered accountability. He/ She will be held accountable and responsible for clearing himself/herself.*

CONFORME: *[Signature]*
EUNICE B. GARCIA

[Signature]
ANELITO A. BONGCAWIL EdD, CESO VI
OIC-Schools Division Superintendent