



Republic of the Philippines
Department of Education
National Capital Region
DIVISION OF CITY SCHOOLS
City of Mandaluyong

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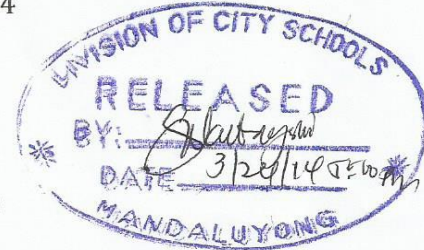


24 March 2014


MEMORANDUM

To : ASDS
Education Program and District Supervisors
Elementary and Secondary School Principals

Subject: Clearances and Other Post-Graduation Reminders



1. March 29, 2014 which is the end of all graduation ceremonies, marks the start of securing clearances of students. All teachers should be in the school from 31 March to 4 April 2014 for the issuance of clearances. Only Grade 6 and 4th Year students and those transferring to other schools regardless of grade/year level should seek clearance.
2. Even in clearances, the "No Collection Policy" is strictly observed. There should be No Collection related to school projects and post-school year costs and use these as 'clearance condition'.
3. All report cards should be issued to students on 31 March-4 April 2014. Unclaimed cards after the releasing period should be in the custody of school head in case these will be claimed after the dates.
4. Likewise, teachers are advised to fast-track their own clearance so that as soon as they are done with it, they need not report to the school after 4 April 2014. However, it is mandatory that clearance must be secured before teachers go on with their summer vacation.
5. For your compliance


EVANGELINE P. LADINES, CESO VI
Schools Division Superintendent