



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

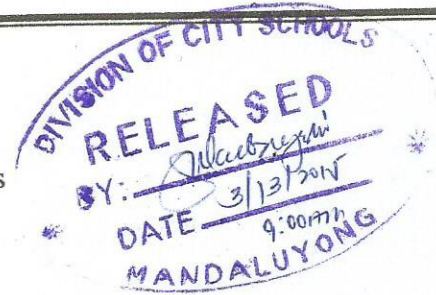
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Memorandum To : Education Program and District Supervisors
Principals, Public Elementary and Secondary Schools
Administrative Officer V

Date : March 12, 2015

Subject : **YEAR-END DIVISION CLEARANCE FOR SCHOOL HEADS
AND YEAR-END TEACHERS' CLEARANCE FOR SY 2014-2015**



Attached is “**Year-End Division Clearance for School Heads & Year-End Teachers’ Clearance for SY 2014-2015**”, for compliance of all concerned.

The deadline of submission of the Year-Division Clearance for School Heads is on **May 26, 2015** c/o Ms. Menchie DC. Kubayashi, Administrative Officer III while the Year-End Teachers’ Clearance is on **May 8, 2015** c/o Principal’s Office.

Please be reminded that it is our duty to secure clearance every end of the school year.

Immediate and wide dissemination of this **Memorandum** is desired.


NERISSA L. LOSARIA, CESO VI
Officer-in-Charge
Office of the Schools Division Superintendent

**Division of City Schools
City of Mandaluyong**

School

DATE

**YEAR-END DIVISION CLEARANCE FOR SCHOOL HEADS
SCHOOL YEAR 2014-2015**

The Schools Division Superintendent
Division of City Schools
City of Mandaluyong

Madam:

I have the honor to inform you that I have satisfactorily accounted for the money and property responsibilities in the Division of City Schools, City of Mandaluyong for the School Year 2014-2015 and that all the reports required of me were submitted on the dates shown below:

No.	REPORTS	DUE DATE	DATE SUBMITTED	RECEIVED BY REPRESENTATIVE	SIGNATURE
1	Performance Appraisal System for School Administrators (PASSA)	5/15/2015		Supervisor In-Charge	
2	Summarized Report on Performance of Teachers	5/15/2015		Supervisor In-Charge	
3	2014 Annual Report	5/15/2015		Dr. Nerissa L. Losaria, CESO VI	
4	Certification of the Principal that all teachers under his/her jurisdiction submitted General Clearance for the School Year 2014-2015	5/15/2015		Mr. Bony G. Abalos	
5	Report on Promotion (Form 18)	5/15/2015		Mrs. Delma A. Abringe	
6	Form 20	5/15/2015		Mrs. Delma A. Abringe	
7	Compilation of Monthly Liquidation Report - MOOE for FY 2014	5/15/2015		Ms. Krizel A. Tayag	
8	Monthly School Canteen Financial Report	5/4/2015		Supervisor In-Charge	
9	Compilation of Quarterly School Canteen Audited Report	5/15/2015		Ms. Erdelinda G. Diaz	
10	Year-end Summarized Audited Report on School Canteen & Voluntary Contributions	5/18/2015		Ms. Krizel A. Tayag	
11	GPTA Financial Report for S.Y. 2014-2015	5/18/2015		Mr. Rex A. Ado	
12	Report on Leave of Absence for the Ensuing SY 2015-2016	4/30/2015		Ms. Menchie DC. Kubayashi	
13	Form 3 as of March 2015	4/30/2015		Mrs. Delma A. Abringe	
14	e-BEIS (End of the School Year Data)	4/17/2015		Mrs. Delma A. Abringe	
15	Learner Information System (LIS)	4/17/2015		Mrs. Delma A. Abringe	
16	Annual Inventory of 1. City School Board Properties	5/15/2015		Mr. Arturo Morales	
17	2. H.E. Properties	5/15/2015		Ms. Erdelinda G. Diaz	

No.	REPORTS	DUE DATE	DATE SUBMITTED	RECEIVED BY REPRESENTATIVE	SIGNATURE
18	3. National Property (IMC) 4. District / Principal's Office / 5. Classroom Properties 6. Donated Properties	5/15/2015		Mr. Bony G. Abalos	
19	Updated Schools' Site Card	5/8/2015		Mr. Eden L. Paras	
20	School Building Card	5/8/2015		Mr. Eden L. Paras	
21	Updated School Site Development Plan	5/8/2015		Mr. Eden L. Paras	
22	Summarized Report on Physical Examination of Teachers and Personnel	5/15/2015		Mrs. Belen Unisa	
23	Copy of Approved Principal's Clearance	5/26/2015		Mrs. Menchie DC. Kubayashi	

Having been present at the physical inventory of properties in the school, I certify that all the properties are securely kept in the school and are properly safeguarded against theft and from ravages of white ants and other vermin.

The field is further informed that the deadline for the submission of this Clearance to the Records Division shall not be later than May 26, 2015.

Very truly yours,

PRINCIPAL

RECOMMENDING APPROVAL:

BONY G. ABALOS
Administrative Officer V

APPROVED:

NERISSA L. LOSARIA, CESO VI
Officer-in-Charge
Office of the Schools Division Superintendent

School and Address _____

Year-End Teachers' Clearance School Year 2014-2015

The Principal

Sir/Madam:

This is to inform you that I have satisfactorily settled all the property and financial obligations in the school and that I have submitted all the required reports as listed below. May I then be granted the Year-End Clearance for School Year 2014-2015.

CHECKED BY: /Date
(Signature over printed name)

CHECKED BY: /Date
(Signature over printed name)

1. School Form 1: School Register _____
2. School Form 2: Daily Attendance
of Learners _____
3. Grading Sheets _____
4. School Form 5: (Report on
Promotion & Level of Proficiency) _____
5. DepEd Form 137 _____
6. DepEd Form 138 _____
7. Return of Unissued Cards _____
8. CS Form 48 _____
9. Guidance Form _____
10. Updated Form 212 (PDS) _____
11. Lesson Plans/DLL _____
12. Test Notebook _____
13. Nutritional Status
(Feeding teacher) _____
14. Class Organizational list
(Gr. /Yr. level chairmen) _____
15. List of Retained/
Drop-Out/ Transferred In and Out/
Failures _____
16. List of Students with
General Average _____
17. Income Tax Return (ITR) _____
18. Library
 - a. Borrowed Books _____
 - b. Borrowed Materials _____

19. Classroom inventory and room safety
 - a. room keys _____
 - b. books _____
 - c. equipment _____
 - d. furniture _____
20. X-ray & Urine, ECG Exam _____
21. Dental Result _____
22. Financial Obligations
 - Teachers Club Dues _____
 - Canteen Funds _____
23. Performance Rating _____
24. SALN as of December 2014

25. Latest Instructional Materials Prepared

26. Accomplishment Reports (if applicable)

In the exigency of service, I am willing to report to work and attend Summer INSET for Teachers.

Present Home Address: _____

Telephone/Cell phone Numbers: _____

Recommending Approval:

Department Head/Chairman _____

Assistant to the Principal _____

Printed Name and Signature of Teacher

Date: _____

Date: _____