



DEPARTMENT OF EDUCATION
SCHOOLS DIVISION OF

NEGROS ORIENTAL

Pioneering the Paths to Educational Excellence



May 12, 2016


Division Memorandum

No. 302, s. 2016

**CUT-OFF DATES FOR THE SUBMISSION OF YEAR END CLEARANCES
For SY 2015-2016**

To : Chiefs, CID & SGOD
Division Education Program Supervisors/Division Coordinators
Public Schools District Supervisors/District In-Charge
Public Elementary & Secondary School Heads
All Others Concerned

1. This is to remind the field of the cut-off dates for the submission of the 2015-2016 Year End Clearances for PSDS, School Heads and Teachers.
2. Hereunder are excerpts of Civil Service Manual that support the requirements of the submission of year end clearances.
3. Section 336 of the Civil Service Manual states that "the accomplishment of BPS Form No. 122 (Teachers' Clearances) should also be required of all National (Insular and Provincial teachers) at the close of the each school year, regardless of whether or not they go on leave. And further Section 379 also states that "before allowing final salary payment to any teacher, upon his resignation, or transfer, or extended leave (60 days or more), or at the end of the school year, the clearance showing that he is cleared of all property and money accountability must be submitted."
4. Adhering to the above-quoted legal bases, this office reminds the PSDS and School Heads that all their duly signed clearances using the template provided in the Unnumbered Division Memorandum dated March 23, 2016 must be due at the Division Office on June 30, 2016.
5. Likewise, Year-End Clearances of Teachers must also be due at the Division Office on May 20, 2016 fastened in folders by school and by district.
6. Work accountability of teachers, school heads and supervisors include the submission of year-end clearance, hence this office urges everyone to comply with this requirement, otherwise administrative sanctions will be imposed upon those who refuse to follow in accordance with existing rules and regulations.
7. All Division Education Program Supervisors are also reminded to review contents of the above-quoted division memorandum for guidance.
8. For widest dissemination.


LELANIE T. CABRERA, CESE
Asst. Schools Division Superintendent
Officer In-Charge 9