



Republic of the Philippines
Department of Education
REGION I

SCHOOLS DIVISION OF PANGASINAN II

MEMORANDUM

TO : ASSISTANT SCHOOLS DIVISION SUPERINTENDENTS
CHIEFS OF CID & SGOD
EDUCATION PROGRAM SUPERVISORS
ALL DISTRICT SUPERVISORS / OICs
ALL SECONDARY & ELEMENTARY SCHOOL PRINCIPALS / OICs
ALL ADMINISTRATIVE OFFICERS IV, II, I / ADAS III, ADAS II
SDO HEADS OF UNITS CONCERNED
ALL OTHERS CONCERNED

FROM: DR. VIVIAN LUZ S. PAGATPATAN, CESO VI
Officer In Charge
Office of the Schools Division Superintendent

APPROVED FOR TRANSMISSION:

ARVIN R. PURISIMA
ADMINISTRATIVE OFFICER V

SUBJECT: AUTHORIZED SIGNING AUTHORITIES (CS FORM 7 /
CLEARANCE FORM)

PARTICULARS

Pursuant to **Republic Act 11032** and **DepEd Order 2 s 2021** relevant to the accomplishment of Division Clearances as attachments to pertinent claims / benefits / applications, the following instructions are hereby reiterated:

1. **Signatories for Box 1 (Administrative Services)** shall be accomplished upon affixation of the signatories indicated in the attached Official Template. **Box 1.c** is for Non-Teaching personnel only. In the absence of the authorities / Officers as indicated and for urgent reasons, the signature of the Administrative Officer V (Administrative Services) may be sought;
2. **Box 2 (Library)** shall be foregone for obvious reasons;
3. **Box 3.a and 3.b (Finance and Assets Management)** shall be accomplished upon affixation of the signature of the Division Accountant or her duly authorized representative. **Box 3.c (Payroll and Remittance Services)** is reserved for the signature of the AOV, upon verification by the Payroll Services Unit;
4. **Part IV (Certification of No Pending Administrative Case)** shall be accomplished upon affixation of the signature of the Legal Officer of the Division, or her duly authorized representative;
5. **Part V (Certification)**. The signatory for positions Salary Grade 18 and above shall be the **Schools Division Superintendent**, or her duly authorized representative. Salary Grade 17 and below shall be signed by the Administrative Officer V;
6. **In no case** shall revisions/ amendments/ changes to the Official Clearance Template as attached herewith shall be valid and honored **UNLESS** issued and duly signed by the undersigned. Attached is a copy of the CSC Form 7 Template with the respective signatories.

For information, guidance and strict compliance.



Department of Education
Region I
DIVISION OF PANGASINAN II
CLEARANCE FORM
(Instructions at the back)

SG 17 AND BELOW

I PURPOSE					
TO: SDO PANGASINAN II				Date of Filing: _____	
I hereby request clearance from money, property and work-related accountabilities for:					
Purpose: <input type="checkbox"/> Transfer <input type="checkbox"/> Resignation <input type="checkbox"/> Other Mode of Separation: <input type="checkbox"/> Retirement <input type="checkbox"/> Leave Please specify: _____					
Date of Effectivity: _____					
Office of Assignment: _____			Name and Signature of Employee: _____		
Position/SG/Step: _____					
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.					
_____ Immediate Supervisor			_____ 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. Administrative Services					
a. Supply and Property Procurement and Management Services				EDDIE V. CANGINO	
b. Human Resource Welfare & Assistance				YOGIE S. CASTANETO	
c. Agency-accredited Union/Cooperative				ATTY. MA. JESSICA LOUISE D. TIBAY	
2. Library					
a. Legal Office Library				N/A	
b. Library Services				N/A	
3. Finance and Assets Management					
a. Financial Services				ATTY. MAUREEN M. TORRES	
b. Transaction, Processing & Billing Services				ATTY. MAUREEN M. TORRES	
c. Payroll & Remittance Services				ARVIN R. PURISIMA	
4. Professional and Institutional Development					
a. Scholarship Services				NONE	
IV CERTIFICATION OF NO PENDING ADMINISTRATIVE CASE:					
a. Internal Affairs Office/Legal Affairs Office				ATTY. MA. JESSICA LOUISE D. TIBAY	
<input type="checkbox"/> with pending administrative case <input type="checkbox"/> 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 this agency. This certification includes no pending administrative case from this agency.					
_____ ARVIN R. PURISIMA Administrative Officer V					

Department of Education
Region I
DIVISION OF PANGASINAN II
CLEARANCE FORM
(Instructions at the back)

SG 18 AND ABOVE

I PURPOSE				
				Date of Filing _____
TO: SDO PANGASINAN II				
I hereby request clearance from money, property and work-related accountabilities for:				
Purpose: <input type="checkbox"/> Transfer <input type="checkbox"/> Resignation <input type="checkbox"/> Other Mode of Separation:				
<input type="checkbox"/> Retirement <input type="checkbox"/> Leave Please specify: _____				
Date of Effectivity: _____				
Office of Assignment: _____			Name and Signature of Employee _____	
Position/SG/Step: _____				
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.				
_____ Immediate Supervisor			_____ 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. Administrative Services				
a. Supply and Property Procurement and Management Services			EDDIE V. CANCINO	
b. Human Resource Welfare & Assistance			YOGIE S. CASTANETO	
c. Agency-accredited Union/Cooperative			ATTY. MA. JESSICA LOUISE D. TIBAY	
2. Library				
a. Legal Office Library			N/A	
b. Library Services			N/A	
3. Finance and Assets Management				
a. Financial Services			ATTY. MAUREEN M. TORRES	
b. Transaction, Processing & Billing Services			ATTY. MAUREEN M. TORRES	
c. Payroll & Remittance Services			ARVIN R. PURISIMA	
4. Professional and Institutional Development				
a. Scholarship Services			N/A	
IV CERTIFICATION OF NO PENDING ADMINISTRATIVE CASE:				
a. Internal Affairs Office/Legal Affairs Office			ATTY. MA. JESSICA LOUISE D. TIBAY	
<input type="checkbox"/> with pending administrative case <input type="checkbox"/> 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 this agency. This certification includes no pending administrative case from this agency.				
VIVIAN LUZ S. PAGATPATAN, CESO VI <i>OIC-Schools Division Superintendent</i> _____ Signature over Printed Name of Agency Head				



INSTRUCTIONS:

1. Employees who are retiring, being separated, transferring to other agencies, leaving the Philippines and going on leave of absence for more than 30 days shall prepare this form in quadruplicate.
2. This clearance should be duly accomplished before paying the last salary or any money due the employees. (Specify which type of clearance: maternity leave, retirement, transfer, etc.)
3. If the employees are cleared from a unit/office/department, the clearing/authorized official may attach to this clearance the pertinent document/s that shall prove that the employees are cleared of any obligation or accountability from their office, if any, and tick the box under the "Cleared" column before affixing their signatures.
4. If the employees appear to have uncleared accountability/ies from a unit/office/department, the clearing/authorized official shall attach to this clearance the pertinent document/s that shall prove that the employees have remaining obligation or accountability from their office further indicating the necessary action/s that the employee must satisfy in order to be cleared, and tick the box under the "Uncleared" column. The clearing/authorized official must only sign this clearance corresponding to their name once the employee have complied the necessary requirements and cleared of all the obligation/s and accountability/ies from their office. They must also tick the box under the "Cleared" column.
5. The HRMO shall distribute copies of approved clearance as follows: original to the employee; duplicate to be attached to the payroll or voucher; triplicate to human resource unit file; and fourth copy to accounting/auditing office.
6. Processing of clearance certificate shall follow the order of number indicated.