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Republic of the Philippines
Department of Education

Region 1

SCHOOLS DIVISION OF CITY OF SAN FERNANDO (LA UNION)

DIVISION MEMORANDUM

No.: 221 s. 2025

APR 28 2025

TO Assistant Schools Division Superintendent
Chief Education Supervisors
All Education Program Supervisors
All Public Elementary and Secondary School Heads
Other Concerned Personnel and Teachers

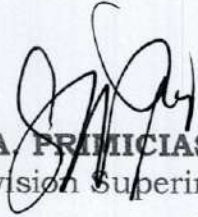
FROM **SHEILA MARIE A. PRIMICIAS, CESO VI**
Schools Division Superintendent

SUBJECT **COMPLETION OF CLEARANCE FOR SCHOOL HEADS, CONCERNED TEACHING AND NON-TEACHING PERSONNEL**

DATE April 28, 2025

Particulars

1. In accordance with Division Memorandum No. 219, s. 2025, regarding the Re-assignment of Teaching and Non-teaching Personnel for SY 2025-2026, all **School Heads and concerned personnel** are **required** to **complete** their **CLEARANCE** for **SY 2024-2025 on or before May 5, 2025**.
2. **Outgoing School Heads and non-teaching personnel** are **responsible for preparing the necessary clearance documents**. Teachers should not be called to school during their 30-day uninterrupted vacation period; however, they are allowed to submit online the soft copies of the needed report/s.
3. All School Heads are required to attend a meeting on **April 30, 2025**, at **9:00 AM** at the **Division Training Center** to **discuss the clearance process**.
4. Assigned SDO personnel will conduct **clearance checks** on **May 6, 2025**.
5. Attached to this memorandum are the templates for clearance and assigned monitoring personnel for your reference.
6. For your information, guidance, and compliance.


SHEILA MARIE A. PRIMICIAS, CESO VI
Schools Division Superintendent



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"Sa Matatag na Panuntunan, Serbisyong Tapat Maaasahan"

Document Code: _____
Reference No. : _____



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**CLEARANCE FOR SCHOOL HEADS
SY 2024-2025**

School: _____ School ID: _____
School Head: _____ Date: _____

	Turned-Over	Remarks/	Signature of Checker
SGOD Documents			
ESIP & AIP			
SBM Self-Assessment			
SGC MOVs			
SMEA Reports (1st-4th Quarters)			
Deeds of Donations			
List of All Donations			
NSBI			
Inventory of DRRM Equipment with photos			
Canteen Reports with Official receipts as attachments in every expenditure (whole SY)			
CID Documents			
Inventory of Books (Soft & Hard Copy)			
PhilIRI Reports (Soft & Hard Copy)			
RMA Reports (Soft & Hard Copy)			
CRLA Reports (Soft & Hard Copy)			
Inventory of Science, Math, TLE/TVL Equipment (as of April 2025) with pictures			
OSDS Documents			
MOOE Reports			
WFP			
Updated Financial Statements /Reports (Cash from Donations or other sources outside MOOE, Incurred obligations from suppliers & others with Complete details)			
OSDS- ICT & SUPPLY			
Inventory of ICT Equipment (with pictures)			
Inventory of Sports Equipment (with pictures)			
OSDS -Personnel			
Updated Profile of Teachers			
201 Files of Teachers & Personnel			

CERTIFICATION

This is to certify that _____ of _____ has
(School Head) (School)

been cleared of ALL THE OBLIGATIONS as per above requirements as of May 6, 2025.

Checked by:

Recommending Approval:

Signature over Printed Name
Team Leader

NESTOR C. HERAÑA
Assistant Schools Division Superintendent

Approved:

SHEILA MARIE A. PRIMICIAS, CESO VI
Schools Division Superintendent

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DOCUMENTS to be CHECKED	Team A	Team B	Team C
	Edgardo Cosares (Team Leader)	Jose Mari P. Almeida (Team Leader)	Aprillyn B. Carbonell (Team Leader)
Canteen Reports with Official receipts as attachments in every expenditure (whole SY)	Genevieve Ugay	Michael C. Ramirez	Marie Camille Hufana
SGOD Docs (SBM, SGC, DODs, SMEA)	Arlyn A. Siador	Nazka R. Sosmena	Cristeta L. Ramoleta
Accounting Reports (MOOE Liquidations, Updated Financial Statements /Reports (Cash from Donations or other sources outside MOOE, Incurred obligations from suppliers & others with Complete details)	Jane Tadifa	Leslie Chavez	Vinzy Mago
Sports and other issued equipment inventory (with pictures)	Jonathan Tadifa	Ronald Hufana	Romulo Dyquiango
Updated Profile of Teachers, 201 Files of Teachers & Personnel	Bien Julius Evangelista	Kathy Quinonez	Benjamin Galvez

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Inventory of Books, RMA Reports (Soft & Hard Copy)	Arturo B. Quiban Jr.	Maria Rhea Reyes	Lorena Salvador
Inventory of Science, Math, TLE/TVL Equipment (as of April 2025) with pictures			
ICT Equipment Inventory	ICT OJT	Jun Howard Rioveros	ICT OJT
NSBI	Divine Casuga	Ray Anton Rimas	Darryl Barrera
CRLA, PhilIRI Reports, RMA (Soft & Hard Copy)	Sheila Marie Bugayong	Rowena Abad	Nancy Hoggang

SCHEDULE OF CLEARANCE CHECKING MAY 6, 2025

7:30AM -12:00 NOON	1. Sagayad ES 2. Santiago ES 3. SPED IS 4. TechVoc 5. San Fernando North CS 6. San Fernando South CS	1. Masicong ES 2. Sacyud Elem 3. LUNHS-Sacyud Annex 4. Pao Elem 5. Pao NHS 6. Baraoas ES	1. Canaoay ES 2. San Agustin ES 3. Catbangan CS 4. LUNHS Main
1:00-5:00PM	7. Sevilla ES 8. Sibuan-Otong IS 9. Tanquigan ES 10. Bungro ES 11. Pagudpud IS	7. Parparya ES 8. Bangbangola ES 9. Bangbangolan NHS 10. Nagyubuyuban IS 11. Puspup ES	5. Ilocanos ES 6. Lingsat IS 7. Dallangayan ES 8. Cadaclan ES 9. Dalumpinas IS 10. Mameltac ES 11. DQBSNHS

APPROVED:


SHEILA MARIE A. P. P. P., CESO VI
 Schools Division Superintendent