



Republic of the Philippines  
Department of Education

Region 1

SCHOOLS DIVISION OF CITY OF SAN FERNANDO (LA UNION)

**DIVISION MEMORANDUM**

No.: 234 s. 2025

APR 30 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 **POSTPONEMENT ON THE CHECKING OF CLEARANCE FOR SCHOOL HEADS, CONCERNED TEACHING AND NON-TEACHING PERSONNEL**

DATE April 30, 2025

**Particulars**

1. In reference to Division Memorandum No. 121, s. 2025, regarding the completion of clearance for School Heads, and concerned teaching and non-teaching personnel, this office announces the **postponement** of the **clearance checking** by the **assigned personnel** from **May 6, 2025**, to **May 7, 2025**.
2. All other instructions and information stipulated in Division Memorandum No. 121, s. 2025, remain in effect and must be followed accordingly.
3. Attached to this memorandum are the updated Clearance form, List of Assigned Clearance Checking Personnel, School Physical Inspection and Cleanliness Checklist, and the Form for Incurred Obligations from Suppliers, Service Providers & Other Utilities for reference.
4. For your information, guidance, and compliance.

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

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**SCHOOLS DIVISION OF CITY OF SAN FERNANDO (LA UNION)**

**Incurred Obligations from Suppliers, Service Providers &  
Other Utilities**

**Instructions:** Outgoing School Heads should complete this form to document all incurred obligations from suppliers, service providers and other utilities. Please provide complete details for each entry.

**School:** \_\_\_\_\_ **School ID:** \_\_\_\_\_

**School Head:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Obligation Details**

Supplier Name/Service Providers/Other Utilities	Description of Obligation	Amount	Due Date	Contact Details/Address	Justification / Reason (s) for Incurring the Obligation
<i>Example: People's Lumber</i>	<i>10 bags of Cement</i>	<i>2,500.00</i>	<i>May 30, 2025</i>	<i>Tanqui SFC/ 092544434 5</i>	<i>Emergency repair of the leaning classroom wall.</i>

**TOTAL AMOUNT OF OBLIGATIONS**

**Name and Signature of Outgoing School Head:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Note:**

- You may use additional sheets if needed.
- For every obligation, please attached necessary MOVs such as Delivery Receipt/Official Receipts and pictures of delivered materials
- To be accomplished in 3 copies.



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

School: \_\_\_\_\_ School ID: \_\_\_\_\_  
School Head: \_\_\_\_\_ Date: \_\_\_\_\_

	Turned-Over	Remarks/	Signature of Checker
<b>SGOD Documents</b>			
ESIP & AIP			
SBM Self-Assessment			
SGC MOVs			
SMEA Reports (1 <sup>st</sup> -4 <sup>th</sup> Quarters)			
Deeds of Donations			
List of All Donations			
NSBI			
School Profile (GESP/GJHSP/GSHSP)			
Inventory of DRRM Equipment with photos			
Canteen Reports with Official receipts as attachments in every expenditure (whole SY)			
Others (PTA Reports, School Handbook)			
<b>CID Documents</b>			
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			
<b>OSDS Documents</b>			
MOOE Reports			
WFP			
Updated Financial Statements /Reports (Cash from Donations or other sources outside MOOE, Incurred obligations from suppliers & others with Complete details)			
<b>OSDS- ICT &amp; SUPPLY</b>			
Inventory of ICT Equipment (with pictures)			
Inventory of Sports Equipment (with pictures)			
<b>OSDS -Personnel</b>			
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

Note: To be accomplished in 3 copies.

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Region I


SCHOOLS DIVISION OF CITY OF SAN FERNANDO (LA UNION)

DOCUMENTS to be CHECKED	Team A	Team B	Team C
Canteen Reports with Official receipts as attachments in every expenditure (whole SY)	Edgardo Cosares (Team Leader) Genevive Ugay	Jose Mari P. Almeida (Team Leader) Michael C. Ramirez	Aprillyn B. Carbonell (Team Leader) Marie Camille Hufana
SGOD Docs (SBM, SGC, DODs, SMEA, PTA Reports, Handbook, School Profile)	Arlyn A. Siador	Nazka R. Sosmena	Cristeta L. Ramolete
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 Dyquiangco
Updated Profile of Teachers, 201 Files of Teachers & Personnel	Bien Julius Evangelista	Kathy Quinonez	Benjamin Galvez



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 7, 2025			
7:30AM -12:00 NOON	<ol style="list-style-type: none"><li>1. Sagayad ES</li><li>2. Santiago ES</li><li>3. SPED IS</li><li>4. TechVoc</li><li>5. San Fernando North CS</li><li>6. San Fernando South CS</li></ol>	<ol style="list-style-type: none"><li>1. Masicong ES</li><li>2. Sacyud Elem</li><li>3. LUNHS-Sacyud Annex</li><li>4. Pao Elem</li><li>5. Pao NHS</li><li>6. Baraoas ES</li></ol>	<ol style="list-style-type: none"><li>1. Canaoay ES</li><li>2. San Agustin ES</li><li>3. Catbangan CS</li><li>4. LUNHS Main</li></ol>
1:00-5:00PM	<ol style="list-style-type: none"><li>7. Sevilla ES</li><li>8. Sibuan-Otong IS</li><li>9. Tanquigan ES</li><li>10. Bungro ES</li><li>11. Pagudpud IS</li></ol>	<ol style="list-style-type: none"><li>7. Parparya ES</li><li>8. Bangbangola ES</li><li>9. Bangbangolan NHS</li><li>10. Nagyubuyan IS</li><li>11. Puspus ES</li></ol>	<ol style="list-style-type: none"><li>5. Ilocanos ES</li><li>6. Lingsat IS</li><li>7. Dallangayan ES</li><li>8. Cadacian ES</li><li>9. Dalumpinas IS</li><li>10. Mamelac ES</li><li>11. DQBSNHS</li></ol>

APPROVED:

  
**SHEILA MARIE A. BRIMICIAS, CESO VI**  
 Schools Division Superintendent



Republic of the Philippines  
Department of Education  
Region I

SCHOOLS DIVISION OF CITY OF SAN FERNANDO (LA UNION)

**School Physical Inspection and Cleanliness Checklist  
SY 2024-2025**

School: \_\_\_\_\_ School ID: \_\_\_\_\_  
School Head: \_\_\_\_\_ Date: \_\_\_\_\_

*For each item, please rate the condition/cleanliness of each area using the following scale:*

1. **Strongly Disagree** (Very Poor Condition) / (Very Poor Cleanliness)
2. **Disagree** (Poor Condition) / (Poor Cleanliness)
3. **Neutral** (Acceptable Condition) / (Acceptable Cleanliness)
4. **Agree** (Good Condition) / (Good Cleanliness)
5. **Strongly Agree** (Excellent Condition) / (Excellent Cleanliness)

INDICATORS	Strongly Disagree 1	Disagree 2	Neutral 3	Agree 4	Strongly Agree 5	Remarks
<b>A) Classrooms</b>						
1. Floors, walls, roofs, and ceilings are in good condition, generally clean, and well-maintained.						
2. Desks, chairs, and other furniture are generally in good condition.						
3. Whiteboards, chalkboards, and bulletin boards are generally clean and in good condition.						
4. Classroom technology equipment (e.g., projectors, computers) are functional.						
5. Classrooms are clean, free of dust, or debris, organized, and well maintained.						
6. Doors and windows are intact and well-maintained/functional.						
<b>SCORE:</b>						
<b>Other comments and suggestions:</b>						
<b>B) Administrative Office/s</b>						
1. Office furniture and equipment are in good condition						
2. Filing cabinets and storage areas are organized and secured						
3. Office technology equipment (e.g., computers, printers, telephones) is operational.						
4. Office/s including furniture and equipment is/are clean, organized, and well maintained.						
5. Floors are generally clean and well-maintained.						
<b>SCORE:</b>						
<b>Other comments and suggestions:</b>						



	Strongly Disagree 1	Disagree 2	Neutral 3	Agree 4	Strongly Agree 5	Remarks
<b>C) Library/Reading Hubs/Reading Corners</b>						
1. Bookshelves, tables, and seating areas are clean, in good condition and well maintained.						
2. Library books and learning materials are organized and in good condition						
3. Library technology equipment (e.g., computers, catalog systems) are functional.						
4. Floors are generally clean and well-maintained.						
<b>SCORE</b>						
<b>Other comments and suggestions:</b>						
<b>D) Laboratories (Science, Computer, etc.):</b>						
1. Laboratory equipment and materials are properly stored, and in good condition.						
2. Safety equipment (e.g., fire extinguishers, first aid kits) are accessible and in good condition						
3. Laboratory technology (e.g., computers, specialized equipment) are functional.						
4. Floors are generally clean and well maintained.						
<b>Score:</b>						
<b>Other comments and recommendations:</b>						
<b>E) Restrooms</b>						
1. Restrooms are generally clean and well-maintained.						
2. All fixtures (e.g., toilets, doors, and windows, sinks, faucets) are functional.						
3. Restrooms have steady source of water.						
4. Restrooms are properly labelled.						
<b>Score:</b>						
<b>Other comments and recommendations:</b>						
<b>F) Common Areas (Hallways, Canteen, Gymnasium, Clinic, etc.):</b>						
1. Floors, walls, and ceilings are in good condition and generally clean.						
2. Furniture and equipment in common areas are in good condition						
3. Common areas are clean, and well-maintained.						
4. Furniture and equipment in common areas are clean and well-maintained.						
5. Safety equipment (e.g., fire extinguishers, emergency exits) are accessible and in good condition.						
<b>Score:</b>						
<b>Other comments and recommendations:</b>						

	Strongly Disagree 1	Disagree 2	Neutral 3	Agree 4	Strongly Agree 5	Remarks
<b>G) Outdoor Areas (Playgrounds, Gardens, Gulayan Area, Sports Fields, Parking Lots, etc.)</b>						
1. Playground equipment and sports facilities are in good condition						
2. Outdoor areas are clean and hazard free.						
3. Parking lots and walkways are well-maintained, clearly marked and with signages.						
4. Outdoor lighting is functional.						
5. Playground equipment and sports facilities are generally clean and well-maintained.						
6. Garden/Gulayan areas are well-maintained.						
<b>Score:</b>						
<b>Other comments and recommendations:</b>						
<b>H) Storage Areas</b>						
1. Tools and equipment are properly stored and generally clean.						
2. Storage areas are secured, clean, well-organized and well-maintained.						
3. Floors are generally clean and well-maintained.						
<b>Score:</b>						
<b>Other comments and recommendations:</b>						
<b>I) Safety and Security</b>						
1. Safety protocols and emergency procedures are in place and clearly communicated.						
2. Security systems (e.g., surveillance cameras, alarms) are functional.						
3. Safety equipment (e.g., fire extinguishers, first aid kits) are accessible and in good condition.						
4. School is free from any exposed or dangling wires and other electrical hazards.						
5. Trees within the school vicinity are properly pruned.						
<b>SCORE</b>						
<b>Other comments and suggestions:</b>						
<b>TOTAL SCORE</b>						

**Name and Signature of School Head:** \_\_\_\_\_  
**Checked/Monitored by:** \_\_\_\_\_

**Date:** \_\_\_\_\_