



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF OZAMIZ CITY

August 9, 2024

DIVISIONAL MEMORANDUM
No. 223, s. 2024

**MANDATORY SUBMISSION OF SCHOOL CLEARANCE FOR
SCHOOL HEADS AND ASSISTANT SCHOOL HEADS
DUE FOR TRANSFER**

TO : Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Public Schools District Supervisor
Public Elementary and Secondary School Heads
This Division

1. To promote Transparency, Responsibility and Accountability, this Office issues an enclosed School Clearance Form which will be complied by the School Heads and Assistant School Heads who are due for transfer to another stations within the division. It is expected that there shall be proper turn-over of the School Properties, Documents and Files in order to prevent future liability of the School Heads.
2. Concerned School Heads shall submit to this Office two (2) copies of duly accomplished School Clearance before reporting to their new stations.
3. Immediate dissemination and strict compliance of this Memorandum is desired.

NIMFA R. LAGO, PhD., CESO VI

Assistant Schools Division Superintendent
OIC – Office of the Schools Division Superintendent

Encl: As stated
To be indicated in the Perpetual Index
Under the following subjects:
School Clearance

OSDS/DJBY



Address: IBJT Compound, Carangan, Ozamiz City
Telephone No: (088) 545-09-88
Telefax: (088) 545-09-90
Email Address: ozamiz.city@deped.gov.ph





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SCHOOL CLEARANCE FOR SCHOOL HEADS

TO WHOM IT MAY CONCERN:

This is to certify that Mr./Ms. _____
 (Complete Name)

_____, _____,
 (Position) (School, District)

Division of Ozamiz City is cleared of all monetary, properties, and other accountabilities from this school.

This certification is issued in connection with the request of Mr./Ms. _____
 for his/her transfer to _____.
 (New Station)

_____ School Property Custodian/Date Signed	_____ Administrative Officer II/Date Signed
_____ School Disbursing Officer/Date Signed	_____ PTA President/Date Signed
_____ School Treasurer/Date Signed	_____ PTA Treasurer/Date Signed
_____ School Guidance Councilor/Date Signed	_____ School Librarian/Date Signed

Noted:

Public Schools District Supervisor

Date Signed



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