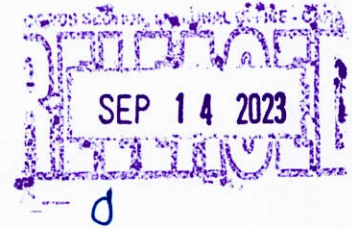




Republic of the Philippines
Department of Education
CARAGA REGION



September 14, 2023

REGIONAL MEMORANDUM

No. 0870, s. 2023

To: SCHOOLS DIVISION SUPERINTENDENTS
Assistant Schools Division Superintendents
SGOD Chiefs
Administrative Officers V
Secondary School Principals
All Concerned
This Region

MANDATORY SUBMISSION OF SCHOOL CLEARANCES UPON RESIGNATION

1. Section 6, (d) second paragraph, of the 2017 Omnibus Rules on Appointment and Other Human Resource Action (OHRA-ORA) provides that in case of promotion, reappointment, or transfer involving movement from one department/agency to another and reemployment, clearance from money, property and work-related accountabilities from the appointee's former office is required (CS Form No. 7, Revised 2018).
2. Our records showed that for the School Year 2022-2023 alone we have eighty-nine (89) teachers who separated from the service with the intention of working abroad and most of these teachers left with outstanding loan balances from private lending institutions (PLIs) which were applied prior to their resignation. In relation to this, we also received several feedback from our partners that there were teachers both, from Elementary and Secondary Schools who were allowed to resign and whose resignations were accepted without the benefit of requiring them to submit clearances from their monetary and property accountabilities.
3. In view of the foregoing, in the spirit of substantial justice, this Office is left with no other recourse but to require the mandatory submission of school and SDO Clearances upon resignation of teachers to ensure that upon leaving their current employment, they are cleared from their respective monetary and property accountabilities.



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4. Schools Division Superintendents are mandated to closely monitor compliance with this memorandum more specifically on Secondary Schools under their jurisdictional supervision.
5. Widest dissemination of this issuance is desired.

MARIA INES C. ASUNCION
Director III
Officer – in-Charge
Office of the Regional Director

Encl.: NONE

Reference: CSC MC 24, s. 2017 (Revised 2018)

To be indicated in the Perpetual Index
under the following subjects:

APPLICATION CLEARANCE GUIDELINES MEMORANDUM PERSONNEL

ASD/jbr
9/14/2023



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