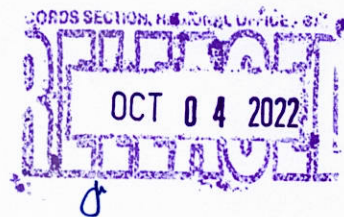




Republic of the Philippines
Department of Education
CARAGA REGION



October 3, 2022

REGIONAL MEMORANDUM

No. 0865, s. 2022

To: ASSISTANT REGIONAL DIRECTOR
REGIONAL DIVISION CHIEFS
SCHOOLS DIVISION SUPERINTENDENTS
ASSISTANT SCHOOLS DIVISION SUPERINTENDENTS
SCHOOLS DIVISION PERSONNEL
ALL CONCERNED
This Region

**DISSEMINATING THE MEMORANDUM ON SIGNING AUTHORITY FOR THE
CLEARANCE OF THIRD LEVEL OFFICIALS IN THE FIELD OFFICES**

1. Attached is a copy of MEMORANDUM dated September 15, 2022 from the Office of the Undersecretary Governance and Field Operations concerning the signing authority specifically on filing of Office Clearance of the following third level officials as endorsed by the Regional Directors:
 - a. Regional Director (RD) and Assistant Regional Director (ARD) shall be approved by the Secretary, duly endorsed by the Undersecretary for Field Operations; and
 - b. Schools Division Superintendent (SDS) and Assistant Schools Division Superintendent (ASDS) shall be approved by the Undersecretary for Field Operations.
2. Office Clearance is a documentary requirement for processing retirement benefits and to determine monetary, property and other work-related accountabilities prior to endorsement of GSIS retirement application.
3. Attention is invited on the submission of three (3) original copies of the said Office Clearance (CS Form No. 7) to the Bureau of Human Resource and Organizational Development-Personnel Division (BHROD-PD) **at least a month before the target retirement date.**
4. For information, guidance and compliance.


MA. GEMMA MERCADO LEDESMA
Regional Director



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Document Control No:
DepEdRO13-F-REC-013/R3/02-18-2020

Encls.:NONE

Reference: DepEd Order No. 008, s. 2021

Memorandum dated September 15, 2022

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

CLEARANCE

AUTHORITY

ISSUANCE

MEMORANDUM

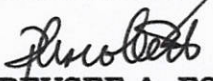
ASD/jbr
10/3/2022

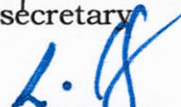


Republic of the Philippines
Department of Education
OFFICE OF THE UNDERSECRETARY
GOVERNANCE AND FIELD OPERATIONS

MEMORANDUM

To : **Regional Directors**
Assistant Regional Directors
Schools Division Superintendents
Assistant Schools Division Superintendents

From : 
Atty. REVSEE A. ESCOBEDO
Undersecretary


FRANCIS CESAR B. BRINGAS
Assistant Secretary

Subject: **SIGNING AUTHORITIES FOR THE CLEARANCE OF THIRD LEVEL OFFICIALS IN THE FIELD OFFICES**

Date : 15 September 2022

In accordance with the DepEd Order No. 008 s. 2021 or the "*Revised Signing Authorities for Administrative and Financial Matters in the Department of Education*", specifically on the filing of **Office Clearance** of the following third level officials as endorse by the respective Regional Directors (RDs):

1. Regional Director (RD) and Assistant Regional Director (ARD) shall be approved by the Secretary, duly endorsed by the Undersecretary for Field Operations; and
2. Schools Division Superintendent (SDS) and Assistant Schools Division Superintendent (ASDS) shall be approved by the Undersecretary for Field Operations.

The office clearance is a documentary requirement for the processing of retirement benefits. Thus, the concerned officials shall secure the clearance for money, property and work-related accountabilities prior to endorsement of GSIS retirement application, including the payment of terminal leave pay.

In view of this, third level officials who filed for compulsory/optional retirement and/or separation from the service are hereby directed to submit to the Bureau of Human Resource and Organizational Development - Personnel Division (BHROD-PD), three (3) original copies of the CS Form No. 7 (Clearance Form) at least a month before the target retirement date. The clearance form may be accessed and downloaded from this link bit.ly/BHROD-PDtemplates.



Republic of the Philippines
Department of Education
OFFICE OF THE UNDERSECRETARY
GOVERNANCE AND FIELD OPERATIONS

For clarifications, please contact Mr. Allan Gutierrez or Mr. Rommel Villaber at telephone numbers (02) 86339345 and 86336682.

For strict and immediate compliance.