

Department of Education  
DIVISION OF CAPIZ  
Banica, Roxas City

<b>I</b>	<b>PURPOSE:</b>				
		_____ Date of Application			
TO: <b>DEPED, DIVISION OF CAPIZ</b>					
I hereby apply for clearance from money, property and work-related accountabilities for:					
Purpose: <input type="checkbox"/> Transfer <input type="checkbox"/> Resignation <input type="checkbox"/> Other Mode of Separation:					
<input type="checkbox"/> Retirement <input type="checkbox"/> Leave                      Please specify: _____					
Effectivity/Inclusive Period: _____					
Office of Assignment: _____		_____			
Position/SG/Step: _____		(Signature of Applicant)			
<b>II</b>	<b>CLEARANCE FROM WORK-RELATED ACCOUNTABILITIES</b>				
We hereby certify that this applicant is cleared of work-related accountabilities from this Unit/Office/Dept.					
_____ (SchoolHead)		<b>SALVADOR O. OCHAVO, Jr., Ed.D, CESO V</b> Schools Division Superintendent			
<b>III</b>	<b>CLEARANCE FROM MONEY AND PROPERTY ACCOUNTABILITIES</b>				
	Name of Unit/Office/Department	Cleared	Not Cleared	Name of Clearing Officer/Official	Signature
1.	<i>Administration Sector</i>				
a.	Supply and Property Procurement and Management Services			RHODELA U. MARTINEZ, MPA	
b.	Human Resource Welfare & Assistance			MA. SHARON S. BARRIENTOS	
c.	Agency-accredited Union/Cooperative				
2.	<i>Library</i>				
a.	Legal Office Library				
b.	Library Services				
3.	<i>Finance and Assets Management</i>				
a.	Financial Services			ATTY. BENJIE B. DOCE, CPA, MBA	
b.	Transaction, Processing & Billing Services				
c.	Payroll & Remittance Services				
4.	<i>Professional and Institutional Development</i>				
a.	Scholarship Services				
<b>IV</b>	<b>CERTIFICATION OF NO PENDING ADMINISTRATIVE CASE:</b>				
a.	Internal Affairs Office/Legal Affairs Office			ATTY. JOSEPH A. ITURRALDE	
<input type="checkbox"/> with pending administrative case <input type="checkbox"/> with ongoing investigation (no formal charge yet)					
<b>V</b>	<b>CERTIFICATION</b>				
This is to certify that _____, this Division, has been cleared of all money, property, and other accountabilities with this office, and that there is no pending administrative charges filed against him.					
<b>SALVADOR O. OCHAVO, Jr., Ed.D, CESO V</b> Schools Division Superintendent					