

ALL KINDS OF LEAVE EXCEPT
RETIREMENT/ SEPARATION



Republic of the Philippines
Department of Education
National Capital Region
Schools Division Office
Quezon City
Nueva Ecija St. Bago Bantay, Q.C.
www.depedqc.ph



DIVISION OFFICE CLEARANCE
(For Principals, DO Personnel and School Property Custodian)

_____ Date

This is to certify that Mr./Mrs./Ms. _____
(Name of Employee)

_____, an employee of Quezon City Schools Division
(Position)

assigned at _____ has been cleared
(Unit/ Section/ School/ Division)

of any accountability in this school/ division. This clearance is being issued in connection with
his/ her application for _____ effective on _____
(Purpose)

The last day of service rendered by the above employee shall be on _____.

Cleared of accountability in school/ division

No Pending Administrative Case

(Signature of Principal/ Division Chief (CID/SGOD))

ATTY. WADE A. LATAWAN
Attorney III

Cleared as to Financial Accountability

Cleared of Property Accountability

JOVEN S. NOYNAY
Accountant III

LOIDA D. OLIVEROS
Supply Officer IV

YOLANDA C. ARCO
Chief Administrative Office

Approved:

ELIZABETH E. QUESADA, CESO V
Schools Division Superintendent

SEE FLOWCHART AT THE BACK FOR STEPS IN SECURING SIGNATURE

Clearance is valid only for the purpose stated. Any erasure or alteration shall invalidate this certification.

FLOW CHART IN ACCOMPLISHING DIVISION CLEARANCE
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