



Republika ng Pilipinas
KAGAWARAN NG EDUKASYON
REHIYON XI
Lungsod ng Dabaw
Tanggapang Panrehiyon



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March 28, 2018

REGIONAL MEMORANDUM

No. 075, series of 2018

**CLARIFICATION OF THE REQUIREMENT OF TEACHER'S CLEARANCE
AT THE END OF SCHOOL YEAR**

TO: All Schools Division Superintendents and
Assistant Schools Division Superintendents
Public Schools District Supervisors
Public Elementary and Secondary School Heads

1. This is to clarify the policy of requiring all public school teachers to secure clearance from money and property accountabilities after every end of school year in view of varying practices occurring in the field.
2. In a survey of all existing issuances, orders and memoranda issued by the Department of Education, including all existing rules and regulations issued by appropriate oversight government agencies, there is no specific policy or directive requiring all public school teachers to secure clearance from government money and property accountabilities on the mere basis of the end of the school year.
3. At best, what are available and existing require only those concerned school personnel handling school canteen funds to secure such clearance before they are allowed to retire, resign from government service, and also in case they are transferred, reassigned to another school or promoted to higher office (DO No. 17, s. 2005), and also the requirement for clearance of cash and property accountabilities of outgoing officials and employees prior to the effective date of their transfer, resignation, retirement or separation from office (DO No. 23, s. 1993, citing OP MC No. 34, s. 1993).
4. With regard to the classroom teachers whose pupils/students have lost their borrowed books or failed to return the same, existing DepEd Order No. 25, s. 2003 entitled "Resolving Losses of Textbooks" particularly its paragraphs 2 and 3 provide the appropriate remedies and requisites of all concerned teachers to submit an application for relief from accountability. Strict adherence to the requirements and procedures prescribed by the said guidelines should be made. It is directed that


close coordination shall be made with the concerned school head and the school property custodian.

5. In view hereof and considering the fact that public school teachers are only on vacation during summer, this Regional Office hereby directs that **no requirement for clearance** shall be imposed upon all public elementary and secondary school teachers who do not fall either of the circumstances under DepED Order No. 17, s. 2005 and DepEd Order No. 23, s. 1993, effective immediately.

6. It is understood that this directive does not exempt the teachers from their obligations of accomplishing and/or submitting all required reports especially pertaining to the final grades/ratings of their pupils/students. School heads are given broad discretion and/or authority to issue an office/school memorandum containing the list of all valid reports and documents to be submitted by the concerned teachers. All teachers should be individually furnished with such school memorandum and a copy of which to be posted on the bulletin board.

7. In the event of non-compliance with the submission of the required reports and documents within reasonable period, a written gentle reminder shall be issued by the concerned school head. Willful failure and/or obdurate refusal to submit such reports may become a sufficient ground for the institution of an appropriate administrative disciplinary action against the concerned teachers.

8. Immediate dissemination of and strict compliance with this directive is enjoined.


ATTY. ALBERTO T. ESCOBARTE, CESO IV
Regional Director

Reference: As stated.

To be indicated in the Perpetual Index
Under the following subjects;

CLEARANCE
RULES & REGULATIONS

REPORTS
TEACHERS & EMPLOYEES

Ord/ate

DEPARTMENT OF EDUCATION ROXI
RECORDS SECTION

RELEASED

By: J. 2018-04-1328
Date: 4-2-18 Time: 12:20 pm