



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DAVAO DEL NORTE

DEPED DIVISION OF DAVAO DEL NORTE
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Office of the Schools Division Superintendent

DIVISION MEMORANDUM

NO. 1099, S. 2022

To: **Assistant Schools Division Superintendent
Chief, School Governance and Operations Division
Chief, Curriculum Implementation Division
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Other Concerned**

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

Date: **October 12, 2022**

Enclosed is the Regional Memorandum ASD-2022-091, dated October 4, 2022 from the Office of the Regional Director, the Office of the Undersecretary for Governance and Field Operations informing all the concerned DepEd officers, specifically on the filing of Office Clearance of the Third Level Officials in the field offices.

With this, compulsory / optional retirement and / or separation from the service of any Third level Official in DepEd Region XI, he /she is hereby directed to submit to the Bureau of Human Resource and Organizational Development-Personnel Division, three original copies of the CS Form 7 (Clearance Form) at least a month before the target retirement or separation date.

For information and strict compliance.

DEE D. SILVA, DPA, CESO V
Schools Division Superintendent

[Signature]
REBECCA C. SAGOT
Assistant Schools Division Superintendent



Address: Mankilam, Tagum City, Davao del Norte
Telephone Number: (084) 216 0188
Website: www.depeddavnor.ph | Facebook: DepEd Davao del Norte





Republic of the Philippines
Department of Education
DAVAO REGION

Office of the Regional Director

REGIONAL MEMORANDUM

ASD-2022-091

To : Assistant Regional Director
Schools Division Superintendents / OIC-SDS
Regional Chief of Division-ASD

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

Date : October 04, 2022

Herewith is the copy of the unnumbered memorandum dated September 15, 2022 from the Office of the Undersecretary for Governance and Field Operations, informing all the concerned DepEd officers of the signing authorities for the clearance of the Third Level Officials in the field offices.

In view of a forthcoming compulsory / optional retirement and / or separation from the service of any Third Level Official in DepEd Region XI, he / she is hereby directed to submit to the Bureau of Human Resource and Organizational Development – Personnel Division, three original copies of the CS Form 7 (Clearance Form) at least a month before the target retirement or separation date.

For information and strict compliance.

H.
for:
ALLAN G. FARNAZO
Director IV

Enclosed: As stated.

ROA3/PS/ltj

22-7143

h 10/11/22



Address: F. Torres St., Davao City (8000)
Telephone Nos.: (082) 291-1665; (082) 221-6147

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

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MEMORANDUM

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

From : *Revsee A. Escobedo*
Atty. REVSEE A. ESCOBEDO
Undersecretary

F. B. Bringas
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.