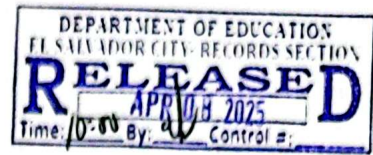




Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY



April 7, 2025

UNNUMBERED
MEMORANDUM TO:

ALL HEADS OF SCHOOL

SUBJECT: END-OF-THE-SCHOOL YEAR CLEARANCE FOR TEACHERS

1. In preparation for the upcoming summer break, all teaching personnel are reminded to accomplish their individual clearances on or before April 15, 2025. This is to ensure accountability and proper turnover of responsibilities.
2. School heads are requested to facilitate the clearance process in their respective schools and ensure that all teachers have settled their obligations before going under mandatory EOSY break as stipulated in **DepEd Order No.009 s. 2024**
3. Full dissemination and compliance of this memorandum is hereby enjoined.


RANDOLPH B. TORTOLA
Schools Division Superintendent

Encl: As stated
To be indicated in the Perpetual Index
under the following subjects:

EOSY CLEARANCE FOR TEACHERS
OSDS



Address: Zone 3, Poblacion, El Salvador City
Telephone No: (088) 555-0475
Website: www.depedelsalvadorcity.net
Email Address: elsalvador.city@deped.gov.ph

**Transforming Schools,
Forging Partners**





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SCHOOLS DIVISION OF EL SALVADOR CITY

TEACHER'S CLEARANCE FORM

Name: _____
Position: _____
School: _____
School Year: _____

AREAS TO BE CLEARED

Area	Remarks	Signature of In-Charge	Date Cleared
Borrowed items (laptops, projectors, books, printer, laboratory equipments, etc)			
Records & Forms (School Forms 1, 5, 9 & 10)			
EDTEA			
List of properties left inside the classroom			

CERTIFICATION AND APPROVAL

I hereby certify that I have cleared all my obligations to the school and DepEd and am eligible for clearance.

Teacher

Approved:

School Head

School Logo and Address





Republic of the Philippines
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REGION X - NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

Grade/Section: _____
As of: _____

[illegible]

Prepared by:

Checked by:

Teacher

School Property Custodian

Noted by:

School Head

School Logo and Address

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