



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION
REGION XI
DIVISION OF TAGUM CITY



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DIVISION MEMORANDUM

No. 025 s. 2019


TO : ALL DIVISION PERSONNEL
ALL PUBLIC ELEMENTARY & SECONDARY SCHOOL HEADS

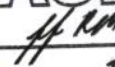
FROM : THE OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

SUBJECT: **NEW CSC FORMS OF DOCUMENTS REQUIRED**

DATE : January 8, 2019

1. Pursuant to Rule II, Section 6 of CSC MC No. 24 s. 2017, 2017 ORAOHRA Revised July 2018, the following attached documents shall be required from the employee in using the new CSC forms in support of his/her appointment or other purpose, to wit:
 - a. **Medical Certificate (CS Form No. 211, Revised 2018)** issued by a licensed government physician which states that the appointee is fit for employment is required for original appointment, transfer and reemployment.
 - b. **Division Clearance (CS Form No.7, Series of 2018)** – In case of transfer, promotion (from one department/agency to another department/agency) and reemployment, clearance from money, property and work-related accountabilities from the appointee's former office is required.
(Note: Please read instructions at the back of the form.)
2. For your information, guidance and compliance.


NELSON C. LOPEZ, CESO VI
Schools Division Superintendent

DEPARTMENT OF EDUCATION DIVISION OF TAGUM CITY RECORDS SECTION
RELEASED
By: 
DATE: <u>JAN 09 2019</u> Time: <u>7:10</u>
Remarks: <u>Disseminated 025-19-1</u>

MEDICAL CERTIFICATE

(For Employment)

INSTRUCTIONS

- a. This medical certificate should be accomplished by a licensed government physician.
- b. Attach this certificate to original appointment, transfer and reemployment.
- c. The results of the following pre-employment medical/physical/psychological must be attached to this form:
 - Blood Test
 - Urinalysis
 - Chest X-Ray
 - Drug Test
 - Psychological Test
 - Neuro-Psychiatric Examination (if applicable)

FOR THE PROPOSED APPOINTEE

NAME (Last Name, First Name, Name Extension (if any) and Middle Name)			AGENCY / ADDRESS
ADDRESS			
AGE	SEX	CIVIL STATUS	
			PROPOSED POSITION

FOR THE LICENSED GOVERNMENT PHYSICIAN

<i>I hereby certify that I have reviewed and evaluated the attached examination results, personally examined the above named individual and found him/her to be physically and medically <input type="checkbox"/>FIT / <input type="checkbox"/>UNFIT for employment.</i>				
SIGNATURE over PRINTED NAME OF LICENSED GOVERNMENT PHYSICIAN:		OTHER INFORMATION ABOUT THE PROPOSED APPOINTEE		
AGENCY/Affiliation of Licensed Government Physician:				
LICENSE NO.				
		HEIGHT (M) Bare Foot	WEIGHT (KG) Stripped	BLOOD TYPE
OFFICIAL DESIGNATION		DATE EXAMINED		

DEPARTMENT OF EDUCATION
Division of Tagum City
CLEARANCE FORM

(Instructions at the back)

I PURPOSE	
TO: DEPARTMENT OF EDUCATION - DIVISION OF TAGUM CITY 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: _____	Date of Application _____
Office of Assignment: _____	Name and Signature of Employee _____
Position/SG/Step: _____	

II CLEARANCE FROM WORK-RELATED ACCOUNTABILITIES	
We hereby certify that this applicant is cleared of work-related accountabilities from this Unit/Office/Dept.	
_____ Immediate Supervisor/ School Head	NELSON C. LOPEZ, CESO VI Schools Division Superintendent

III CLEARANCE FROM MONEY AND PROPERTY ACCOUNTABILITIES				
Name of Unit/Office/Department	Cleared	Not Cleared	Name of Clearing Officer/Official	Signature
1. Administration Sector				
a. Supply and Property Procurement and Management Services			HILDA J. HILDAWA Administrative Officer IV/ Supply Officer	
b. Human Resource Welfare & Assistance			SHARMIE H. CUARTE Administrative Officer IV/ HRMO II	
c. Agency-accredited Union/Cooperative			N/A	
2. Library				
a. Legal Office Library			N/A	
b. Library Services			N/A	
3. Finance and Assets Management				
a. Financial Services			ROSAMARIA S. TORREJANO, CPA, MPA Accountant III	
b. Transaction, Processing & Billing Services				
c. Payroll & Remittance Services			ELISA H. CASTILLO Administrative Officer IV/ Cashier	
4. Professional and Institutional Development				
a. Scholarship Services			N/A	

IV CERTIFICATION OF NO PENDING ADMINISTRATIVE CASE:				
a. Internal Affairs Office/Legal Affairs Office			RUTH E. URSOLINO, MPA Administrative Officer V	
<input type="checkbox"/> with pending administrative case <input type="checkbox"/> with ongoing investigation (no formal charge yet)				

V CERTIFICATION				
_____ NELSON C. LOPEZ, CESO VI Schools Division Superintendent (Signature over Printed Name of Agency Head)				

INSTRUCTIONS:

1. Employees who are retiring, being separated, transferring to other agencies, leaving the Philippines and going on maternity leave of absence shall prepare this form in quadruplicate.
2. This clearance should be duly accomplished before paying the last salary or any money due the employees. (Specify which type of clearance: maternity leave, retirement, transfer, etc.)
3. If the employees are cleared from a unit/office/department, the clearing/authorized official may attach to this clearance the pertinent document/s that shall prove that the employees are cleared of any obligation or accountability from their office, if any, and tick the box under the "Cleared" column before affixing their signatures.
4. If the employees appear to have uncleared accountability/ies from a unit/office/department, the clearing/authorized official shall attach to this clearance the pertinent document/s that shall prove that the employees have remaining obligation or accountability from their office further indicating the necessary action/s that the employee must satisfy in order to be cleared, and tick the box under the "Uncleared" column. The clearing/authorized official must only sign this clearance corresponding to their name once the employee have complied the necessary requirements and cleared of all the obligation/s and accountability/ies from their office. They must also tick the box under the "Cleared" column.
5. The HRMO shall distribute copies of approved clearance as follows: original to the employee; duplicate to be attached to the payroll or voucher; triplicate to human resource unit file; and fourth copy to accounting/auditing office.
6. Processing of clearance certificate shall follow the order of number indicated.