



Republic of the Philippines
Department of Education
Region VII
SCHOOLS DIVISION OF TOLEDO CITY

Date

SCHOOL AND DISTRICT CLEARANCE

To Whom It May Concern:

This is to certify that _____, _____ (Position) of _____(Station) has been cleared of all money, property and other accountabilities with this Office and that there is no pending administrative/ criminal charges against him/ her.

This certification is issued to _____ in connection with his/ her _____ effective _____.

Pursuant to the provision of GAO Circular No. 2, "If later on an official or employee who has been cleared and is later on discovered still accountable for cash and/ or property, the clearance previously issued will not relieve him/ her of said accountability".

1. As to Property Accountabilities:

School Property Custodian

2. As to Cash Accountability:

School Treasurer

3. As to School Records:

School Records In-Charge

4. As to PTA dues:

PTA Treasurer

5. As to Canteen Dues:

School Canteen In-Charge

Recommending Approval:

School Head

Approved:

Public Schools District Supervisor

