

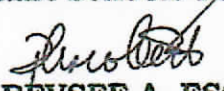


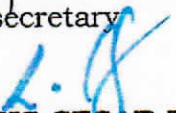
Republic of the Philippines  
**Department of Education**  
OFFICE OF THE UNDERSECRETARY  
GOVERNANCE AND FIELD OPERATIONS

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**MEMORANDUM**

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

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

  
**FRANCIS CESAR B. BRINGAS**  
Assistant Secretary

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

Date : 15 September 2022

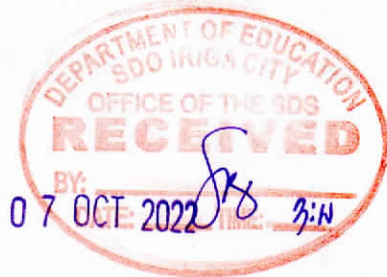
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In accordance with the DepEd Order No. 008 s. 2021 or the "Revised Signing Authorities for Administrative and Financial Matters in the Department of Education", specifically on the filing of **Office Clearance** of the following third level officials 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](http://bit.ly/BHROD-PDtemplates).

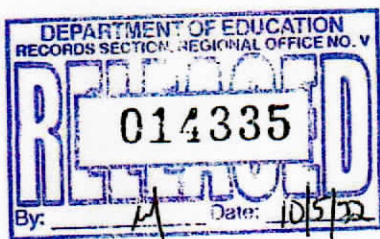




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For clarifications, please contact Mr. Allan Gutierrez or Mr. Rommel Villaber at telephone numbers (02) 86339345 and 86336682.

For strict and immediate compliance.



Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
Regional Office No. 5  
Rawis, Legazpi City

October 4, 2022

**TO: Schools Division Superintendents/OIC-SDSs**

For information and guidance.

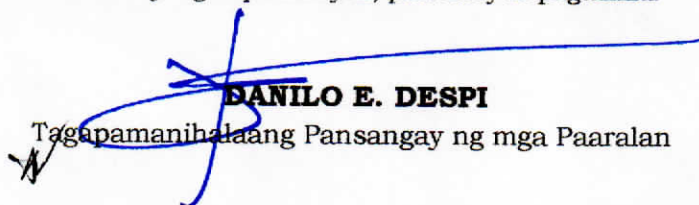
  
**GILBERT T. SADSAD**  
Regional Director

AD/PS/MATB  
10/4/2022

Oktubre 13, 2022

Para sa: Nanunuparaang Kawaksing Tagapamanihalaang Pansangay  
Punong Superbisor sa Edukasyon, Sangay ng Pamamahala at  
Pagpapalakad ng Paaralan at Sangay sa Pagsaakatuparan ng Kurikulum  
Mga Punongguro at Pinuno (Elementarya at Sekundarya)  
Iba pang Kinauukulan

Para sa inyong impormasyon, patnubay at pagtalima.

  
**DANILO E. DESPI**  
Tagapamanihalaang Pansangay ng mga Paaralan