

REPUBLIKA NG PILIPINAS
Republic of the Philippines
KAGAWARAN NG EDUKASYON AT KULTURA
Department of Education and Culture
Manila

TANGKAPAN NG KALAHAY
Office of the Secretary

May 22, 1975

DEPARTMENT MEMORANDUM
No. 67, s. 1975

GUIDELINES IN THE ISSUANCE OF MONEY
AND/OR PROPERTY CLEARANCES

To: The Director of Public Schools,
The Director of Private Schools, and
The Director of Vocational Education:

To facilitate the movement of personnel to their new assignments as a result of the implementation of the reorganization of the Department of Education and Culture, the following guidelines are hereby issued in connection with the issuance of clearances for money and property responsibility:

1. All division chiefs shall be responsible for all property allotted to their respective divisions. They should check the memorandum receipts they signed in their possession and those signed by the individual employees under their with the memorandum receipts in the possession of the Bureau Supply Officer. After this is done, the division chief shall check the property in the hands of the individual employees in his division, and shall sign their individual clearances. If an employee cannot account for a property he received, the chief of division shall indicate on the clearance the name of the article and its money value for the information and notation of the Bureau Supply Officer.
2. Each official and employee shall accomplish his clearance on a clearance form in quintuplicate to be supplied by the Property Division. The date the division chief signs the clearance should be indicated. A copy of the clearance should be attached to the letter of advice of assignment.
3. Property shortages of less than fifty pesos (P50.00) should be settled by the official or employee concerned before clearance is issued. If the amount of the shortage is in excess of P50.00, the official or employee concerned may settle the same before he leaves for his new assignment, or he may execute a promissory note to the effect

That he is authorizing the regional director of the region he is assigned to deduct so much amount from his salary until the same shall have been fully paid. The deductions to pay the shortage should not exceed one year.

4. Division chiefs may return to the Property Division all unmovable property and tools no longer needed by them.
5. Officials and employees who have an unliquidated cash advances should settle them with the Accounting Division before clearance can be issued.
6. It is understood that all division chiefs and supply officers shall be the last to leave for their new assignments.

(SGP.) STAN L. MANUEL
Secretary of Education & Culture