

Republika ng Pilipinas
(Republic of the Philippines)
KAGAWARAN NG EDUKASYON, KULTURA AT ISPORTS
(DEPARTMENT OF EDUCATION, CULTURE AND SPORTS)
UL Complex, Pasig, Metro Manila

May 21, 1992

DECS O R D E R
No. 54, s. 1992

CLARIFYING OMBUDSMAN MEMORANDUM CIRCULAR NO. 1

To: Undersecretaries
Assistant Secretaries
Bureau/Cultural Agency Directors
Regional Directors
Directors of Services/Centers and Heads of Units
Schools Superintendents
Presidents, State Colleges and Universities
Vocational School Superintendents/Administrators
Chiefs of Divisions

1. For the information and guidance of all concerned, inclosed is a copy of Memorandum Circular No. 3 series of 1992, of the Office of the Ombudsman, clarifying the procedures for the issuance of clearance as required under its Memorandum Circular No. 1.
2. All concerned are strictly enjoined to comply with the requirement under this Circular.
3. It is desired that this Order be given immediate and wide dissemination.

(SGD.) ISIDRO D. CARINO
Secretary

Incl.:
As stated

Reference:
DECS Order: No. 22, s. 1992

Allotment: 1-2-3--(M.O. 1-87)

To be indicated in the Perpetual Index -
under the following subjects:

EMPLOYEES
LEGISLATION
OFFICIALS
RETIREMENT
RULES & REGULATIONS



APR 29 1992

OFFICE OF THE OMBUDSMAN
NWSA BUILDING □ 176 ARROCEROS STREET □ 1009 MANILA, PHILIPPINES

OFFICE OF THE UNDER SECRETARY
RECEIVED
BY: [Signature]
DATE: APR 27 1992
DEPARTMENT OF EDUCATION & CULTURE

MEMORANDUM CIRCULAR NO. 3
Series of 1992.

T O : ALL HEADS OF DEPARTMENTS, OFFICES, BUREAUS
AND AGENCIES OF THE NATIONAL AND LOCAL
GOVERNMENTS, INCLUDING GOVERNMENT-OWNED AND
CONTROLLED CORPORATION.

R E : CLARIFYING MEMORANDUM CIRCULAR NO. 1

Pursuant to Memorandum Circular No. 1, all concerned are enjoined not to allow the retirement, or accept the resignation of any public officer/employee without first securing/presenting a clearance to the effect that he has no pending criminal or administrative case with this Office.

By way of compliance with the same Circular, heads of various government agencies have directed retiring or resigning officials and employees to **personally apply** for and secure the required clearance from this Office. It has been observed, however, that such a procedure entails some inconvenience on the part of the applicants especially those coming from the provinces who still have to come to Manila for that purpose alone. The processing of clearances on the other hand, takes at least three (3) to five (5) days and applicants are therefore obliged to return to this Office for the release of the clearance applied for.

In order to smoothen the procedures for the issuance of clearance as required under Memorandum Circular No. 1, the following guidelines be observed:

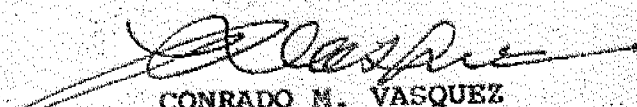
1. Heads of departments/offices/agencies/bureaus/regional offices or their duly authorized representatives shall be responsible in securing the required clearance by sending to this Office a formal request to that effect which shall be done at least on a semi-monthly basis. The request shall include all applicants for the particular period covered.

2. Request for clearance emanating from offices located in the Luzon area shall be sent to or filed directly with the Office of the Ombudsman Central Office located at 176 Arroceros Street, Manila while those in the Visayas and Mindanao areas shall be coursed through the Offices of the Deputy Ombudsman for Visayas (Cebu City) and Mindanao (Davao City), respectively, which after proper verification shall forward the same to the OMB Central Office.

3. For purposes of easy verification, requests for clearance must be sent to the channels referred to above at least forty-five (45) day prior to the earliest effectivity date of the retirement/resignation of the applicants covered by the request and must be accompanied by certified true copies of the service records of the respective applicants.

4. Issuance of clearances under Memorandum Circular No. 1 is free of charge.

This circular shall take effect immediately.


CONRADO M. VASQUEZ
Ombudsman

March 20, 1992

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