

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


April 21, 1993

DECS O R D E R
No. 22, s. 1993

CLEARANCE OF CASH AND PROPERTY ACCOUNTABILITY
OF RETIRING OFFICIALS AND EMPLOYEES

To: Undersecretaries and Assistant Secretaries
Bureau Directors, Center Directors, Regional Directors,
and Schools Superintendents
Heads of Chartered State Colleges and Universities
Heads of Private Schools, Colleges and Universities
Heads of Community Colleges and Universities
and Vocational Schools

1. In order to ensure the continuity of basic operations, retiring officials/employees should apply for clearance of money and property accountability four (4) months prior to the date of retirement. Assistant division superintendents, division superintendents, assistant regional directors, and regional directors are required to secure clearance from the DECS Central Office.
2. Accordingly, cash advances made to the retiring officials/employees should be liquidated.
3. All officials/employees whose salaries are being serviced by the Payroll Services Division (PSD) should obtain a Certificate of Last Payment from the said Division. Final Certificate of Settlement and Balances should also be obtained from the PSD Auditor.
4. It is understood that personnel who will take over the accountability of the outgoing official/employee should be properly bonded.
5. Immediate dissemination of and compliance with this Order is directed.


ARMAND V. FABELLA
Secretary

Reference: None
Allotment: 1-2-3-d--(M.O. 1-87)
To be indicated in the Perpetual Index
under the following subjects:

EMPLOYEES
OFFICIALS

RETIREMENT
RULES & REGULATIONS