



Republic of the Philippines  
**Department of Education**  
Region VII – CENTRAL VISAYAS  
**SCHOOLS DIVISION OF BOHOL**

**Office of the Schools Division  
Superintendent**

June 21, 2022

**DIVISION MEMORANDUM**  
No. 0412 s. 2022

**DEPED PROVIDENT FUND CLEARANCE PROCESS FOR RETIREMENT,  
RESIGNATION, TRAVEL ABROAD, TRANSFER TO OTHER AGENCY  
AND LENGTHY LEAVE OF ABSENCE WITHOUT PAY**

To: Assistant Schools Division Superintendents  
Chief – SGOD and CID  
Public Schools District Supervisors  
Elementary and Secondary School Principals/Heads  
Teaching and Non-Teaching Personnel  
All Others Concerned

1. This Office issues the following modification to the existing clearance process, on account of retirement, resignation, travel abroad, transfer to other agency and lengthy leave of absence (30 days and above) without pay, in settling DepEd Provident Fund loan outstanding balance. The following must be observed, to wit:
  - i. The personnel requesting for DepEd Provident Fund clearance shall approach the designated Provident Fund Bookkeeper Mr Marlon Lacia (at Accounting Unit) for an Assessment Slip (AS) reflecting the Statement of Account of such outstanding loan.
  - ii. An Order of Payment (OP) shall then be prepared by the Division Accountant based on the issued Assessment Slip (AS)
  - iii. To settle the outstanding loan balance, the mode of payment shall be done through bank deposit (to be deposited to DepEd Provident Fund Bank Account Name and No.).
  - iv. After depositing the amount as reflected on the OP and AS, the signed OP together with the AS and the validated deposit slip shall then be presented to the DepEd Bohol Division Cashier for issuance of Official Receipt. The Division Cashier shall then affix his signature on the space provided in the Division Clearance certifying that DepEd Provident Fund Loan accountabilities has been settled.
  - v. Same set of documents shall then be presented to the Division Accountant before affixing his/her signature to the Division Clearance.
2. Same procedure shall apply to those personnel applying for lengthy leave of absences without pay. The personnel with outstanding DepEd Provident Fund loan shall pay in advance the monthly loan amortizations corresponding to the number of months applied for.



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Behold...  
**BOHOL**

3. A notarized promissory note emphasizing the applicant's commitment to pay within specified period shall also be requested, before the clearance be given action by the Division, to personnel applying for travel abroad with subsequent resignation.
4. Immediate dissemination of and strict compliance with this Memorandum is directed.

  
**BIANITO A. DAGATAN EdD CESO V**  
Schools Division Superintendent 



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