



REPUBLIC OF THE PHILIPPINES  
**DEPARTMENT OF EDUCATION**  
NATIONAL CAPITAL REGION  
**SCHOOLS DIVISION OFFICE – MARIKINA CITY**

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March 1, 2018

**MEMORANDUM TO:**

Chief Education Supervisors – CID and SGOD  
Elementary and Secondary School Principals  
Officers-In-Charge  
Public Schools  
All Concerned


DIVISION OF CITY SCHOOLS  
MARIKINA



**SIGNING AUTHORITY FOR CLEARANCE RE: PENDENCY OF ADMINISTRATIVE CASE/S FOR TEACHING , TEACHING RELATED AND ROP PERSONNEL**

Please see attached **Memorandum from the Office of MR. WILFREDO E. CABRAL** , Officer In-Charge, Office of the Regional Director - NCR, regarding **Signing Authority For Clearances on Pendency of Administrative Cases**, contents of which is self-explanatory.

Immediate and wide dissemination is highly enjoined.

  
**SHERYLE T. GAYOLA**  
Officer In-Charge

Office of the Schools Division Superintendent



**Republika ng Pilipinas**  
*(Republic of the Philippines)*  
**KAGAWARAN NG EDUKASYON**  
*(DEPARTMENT OF EDUCATION)*  
**PAMBANSANG PUNONG REHIYON**  
*(NATIONAL CAPITAL REGION)*  
 Daang Misamis, Bago Bantay, Lungsod Quezon  
*(Misamis St., Bago Bantay, Quezon City)*

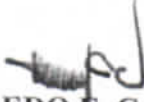
Marikina

Department of Education  
 National Capital Region  
 RECORDS AND PUBLICATION UNIT

**RELEASED**

**MEMORANDUM**

**TO :** ALL CHIEFS AND UNIT HEADS  
 REGIONAL LEGAL OFFICE PERSONNEL

**FROM :**   
 WILFREDO E. CABRAL  
 Officer-In-Charge  
 Office of the Regional Director

**SUBJECT :** SIGNING AUTHORITY FOR CLEARANCES RE: PENDENCY OF ADMINISTRATIVE CASE/S FOR TEACHING, TEACHING-RELATED AND ROP PERSONNEL

**DATE :** February 15, 2017

RECEIVED  
 PERSONNEL UNIT  
 DATE: 3/1/18  
 TIME: 2:07pm

DIVISION OF CITY SCHOOLS  
 MARIKINA

**RECEIVED**  
 27 FEB 2018  
 RECORDS UNIT

The following are the official signatories on Clearances requiring the certification of No/With Pending Administrative Case/s for Teaching, Teaching Related Personnel and Regional Office Personnel in this Region:

1. Attorney IV/Head of the Regional Legal Unit.
2. Special Investigator III in the absence of the Atty. IV.
3. Legal Researcher II in the absence of the above mentioned.

This is without prejudice to the Regional Director, Assistant Regional Director, and Designated Officer-In-Charge of this Office to sign after proper verification.

**STRICT COMPLIANCE IS HEREBY DIRECTED.**