



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

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April 27, 2020

**TO: OIC, Office of the Asst. Schools Division Superintendent
 Chief Education Supervisors, CID and SGOD
 Elementary and Secondary Schools Principals
 Officers-in-Charge
 All Concerned**

SCHOOLS DIVISION OFFICE
 Marikina City
 RECORDS UNIT
RELEASED
 APR 27 2020
 Date: _____ Time: 8:01
 By: _____

ADVISORY

**ONLINE PROCESSING OF ADMINISTRATIVE CLEARANCE
 DURING ENHANCED COMMUNITY QUARANTINE (ECQ) PERIOD**

In view of the current ECQ implementation, in observance of the protocol mandated by RA 11469 or the “Bayanihan, We Heal as One Act” and City Ordinance No.49 s. 2020 or the “Strict Home Quarantine Implementation Ordinance”, insofar as request for administrative clearance is concerned, online processing will be applied as alternative mechanism, to wit:

Using DepEd email, send request directly to the Legal Unit via legal.marikina@deped.gov.ph, cc the HRMO via araceli.dy@deped.gov.ph, stating the following details:

Subject: REQUEST FOR ADMINISTRATIVE CLEARANCE

Full Name: _____

Position: _____

School/Unit: _____

Purpose: _____

A response can be expected within three (3) working days from receipt of the email request whereby a clearance in PDF format with electronic signature will be attached, for printing or further use of the requestor.

Please note that this modified procedure is intended for convenience and expediency. This shall be coterminous with the ECQ period and shall be automatically reverted soon as the ECQ is lifted.

Immediate and urgent dissemination of this Advisory is desired.

SHERYLL T. GAYOLA (Sgd.)
 Education Program Supervisor
 Officer-In-Charge
 Office of the Schools Division Superintendent