

TRACKING #:

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DATE: SEP 07 2020



Department of the Philippines

Department of Education

CARAGA REGION

SCHOOLS DIVISION OF SURIGAO DEL SUR**Office of the Schools Division Superintendent****September 7, 2020**

Division MEMORANDUM

No. 313 , s. 2020

ADDENDUM TO DIVISION MEMORANDUM NO. 74, s. 2020 "IMPLEMENTATION OF THE DIVISION CLEARANCE FORM (CSC FORM 7-rev 2018)"

To : All Concerned

1. This division reiterates the description & documentary requirement of the following modes of separation as defined by 2017 ORA-OHRA revised 2018 below:

Separation Mode	Description	Documentary Requirement
Resignation	An act of an official or employee by which he/she voluntarily relinquishes in writing his/her position effective on a specific date which shall not be less than thirty (30) days from the date of such notice or earlier as mutually agreed upon by the employee and the appointing officer/authority.	- Letter of Intent - Acceptance of Resignation (c/o Division Office) - CS Form 7
Transfer of Station (to another Agency)	An employee who seeks to transfer to another office shall notify the head of the agency in writing where he/she is employed at least thirty (30) days prior to the effective date of his/her transfer.	- Letter of Intent - CS Form 7
Retirement	Applicable for those who have rendered fifteen (15) years of service and is at least sixty years of age upon retirement.	- Letter of Intent - CS Form 7
Other Modes	Dropping from the rolls, termination/expiration of temporary, coterminous, contractual or casual appointment, or death.	- Notice of Separation or Photocopy of Death Certificate

2. All personnel are required to observe and follow the proper procedure in tendering resignation, retirement, etc. as mandated by DM No. 74, s. 2020 titled "Implementation of the Division Clearance Form (CSC Form 7-rev 2018)". For more information, attached to this memorandum is the Workflow on Separation.



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3. Furthermore, everyone is reminded that the effectivity date of separation will be the date reflected on the Approved CS Form 7 or in the case of Resignation, the date on the Acceptance of Resignation.
4. For monitoring purposes, PSDSs and DICs are to designate focal persons to report vacancies resulting from various separation modes **every end of the month** online thru this link <https://docs.google.com/spreadsheets/d/1-vxwXTTs2au3hc0L2ZofqcWAEkKsSPOM/edit#gid=1305643210>. You may contact Mr. Jovixson B. Dalura for additional details.
5. Public Schools District Supervisors/ District In-charge and School Heads are mandated to disseminate and ensure understanding of these guidelines by all personnel under their area of responsibility.
6. Immediate and widest dissemination is hereby directed
7. For compliance.


JOSITA B. CARMEN, CESO V
Schools Division Superintendent

Encl.: As stated

Reference: 2017 ORA-OHRA rev 2018, DO 27, s. 2001

To be indicated in the Perpetual Index
under the following subjects: Resignation, Retirement, Separation

JBD//DM-MEMO
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PROCESS FLOW ON SEPARATION

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1.0 Purpose:

To level off understanding on the processing of CS Form 7 (Clearance) due to resignation, retirement & other separation modes as guided by the 2017 ORA-OHRA revised 2018.

2.0 Scope:

This process flow provides a systematic understanding on the processing of CS Form 7 (Clearance) of all employees either on Career or Non-Career positions excluding those whose immediate superior are not in the Division of Surigao del Sur.

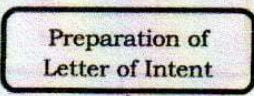
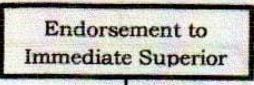
3.0 Associated Documents:

CSC MC 14, s. 2018 (2017 Omnibus Rules on Appointment and Other Human Resource Actions Revised 2018)

4.0 Definition of Terms:

TERMS	DEFINITIONS
Division Office Personnel	Personnel assigned in the Division Office regardless of Plantilla.
Employee	Refers to Teaching & Non-Teaching Personnel, either on Career or Non-Career Positions and names are reflected on the current Plantilla of the Division.
Field Personnel	Personnel assigned in the District Offices/ Schools.
Immediate Superior	Person directly supervising the employee.
Transacting Person	Person processing the resignation/ retirement/ separation papers in behalf of the Employee.

5.0 Procedure:

Flowchart	Responsible	Details	Interface Record
	Employee	Letter of Intent shall be prepared by the employee indicating the date of separation following the guidelines set by the 2017 ORA-OHRA, rev. 2018.	Letter of Intent
 	Employee, Immediate Superior	Upon receipt of Letter of Intent, CS Form No. 7 revised 2018 (Clearance Form) shall be given by the Immediate Superior to the employee for accomplishment in the School Level, if employee is assigned in the field.	Letter of Intent/ CS Form 7



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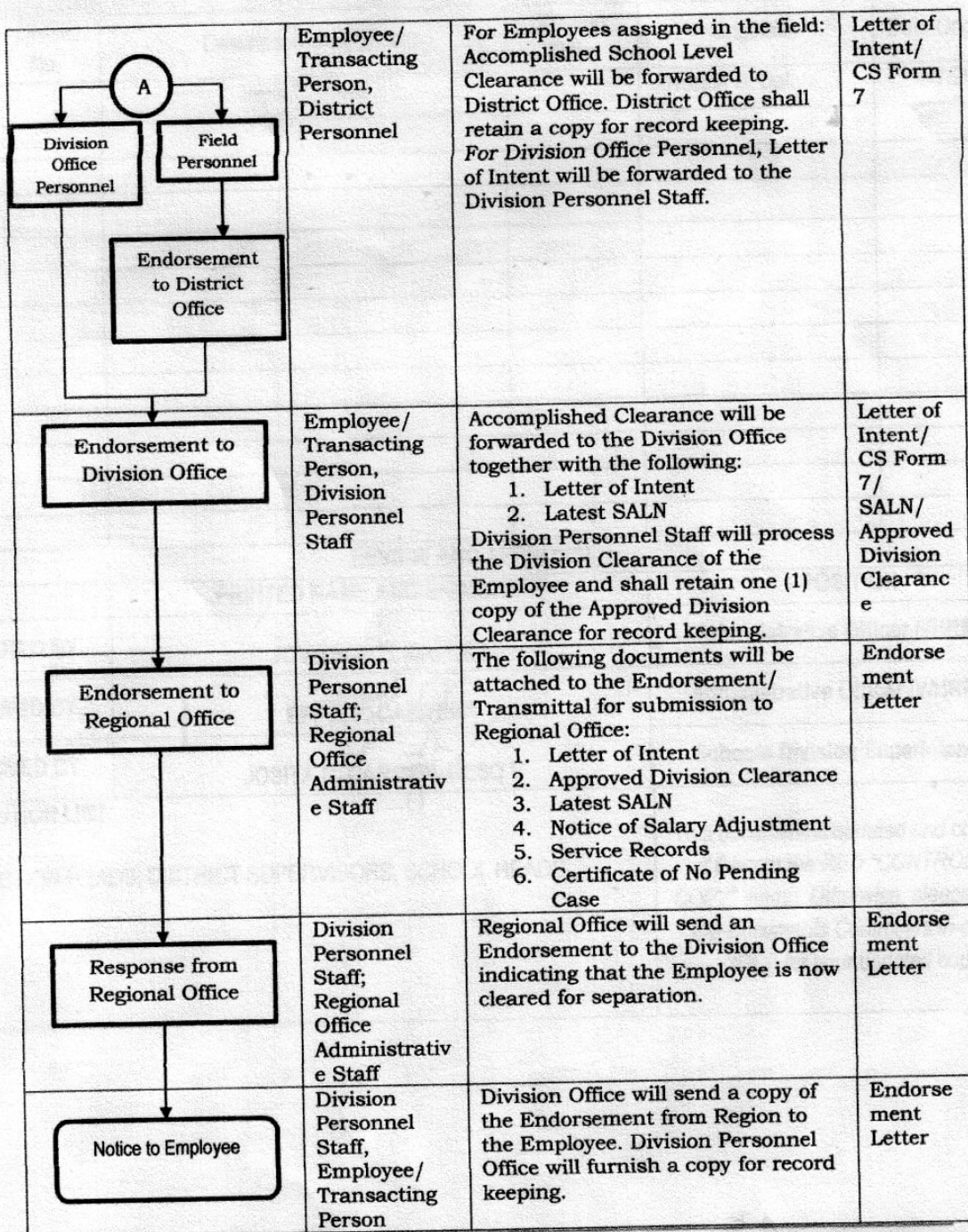
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PROCESS FLOW ON SEPARATION

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