



Republic of the Philippines
Department of Education

CARAGA REGION
SCHOOLS DIVISION OF SURIGAO DEL SUR

Office of the Schools Division Superintendent

Date: July 14, 2021

Division MEMORANDUM
No. **314**, s. 2021

SUBMISSION OF TRANSITION REPORT OF ACCOUNTABILITY OF SCHOOL HEADS & PUBLIC SCHOOLS DISTRICT SUPERVISORS/IN-CHARGE

To : Public Schools District Supervisors/ In charge
Concerned School Heads

1. In consonance with Sections 75 and 77 of the Presidential Decree (PD) No. 1445 or the Government Auditing Code of the Philippines which clearly state that:

Section 75. **Transfer of funds from one officer to another.** Transfer of government funds from one officer to another shall, except as allowed by law or regulation, be made only upon prior direction or authorization, of the Commission or its representative.

Section 77. **Invoice and receipt upon transfer of funds or property.** **When government funds or property are transferred from one accountable officer to another, or from an outgoing officer to his successor, it shall be done upon properly itemized invoice and receipt which shall invariably support the clearance to be issued to the relieved or outgoing officer, subject to regulations of the Commission.**

2. Anent to this, all outgoing officers shall turn over to their respective successors the necessary documents and properties during their term for smooth transition and continuity of school/district operations.
3. Aside from the approved clearance signed by the authorized personnel/stakeholders, the **Accountability Transfer Form** must be duly accomplished by the outgoing officer within 5 working days from issuance of the Advice Order. *See attached official template.*
4. The incoming officer, on the other hand, is expected to have scrutinized all the items stipulated in the Accountability Transfer Form within 3 working days from receipt of the same.
5. Any deficiency or irregularity observed under each indicator must be written in the remarks portion of the form to draw immediate action from the outgoing officer.
6. The duly signed Accountability Transfer Form must be attached to the clearance. For monitoring purposes, a copy of the said form must be submitted to SGOD-SMME section c/o SEPS Voltair C. Asildo.
7. Immediate and wide dissemination of this memorandum to all concerned is highly desired.



📍 Balilahan, Mabua, Tandag City, Surigao del Sur, 8300
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ISO Cert. No. AW/PH909100102

Date: 4/22/2021

Version: V5

DC No: I-OSDS-002



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Department of Education
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SCHOOLS DIVISION OF SURIGAO DEL SUR


JOSITA B. CARMEN, CESO V
Schools Division Superintendent

Josita

Encl.: as stated
Reference:
As stated

To be indicated in the Perpetual Index
under the following subjects:

TRANSPARENCY

ACCOUNTABILITY

TRANSITION

VCA//DM-MEMO TRANSITIONREPORT
314/JULY 14, 2021



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Enclosure A

ACCOUNTABILITY TRANSFER FORM FOR SCHOOL HEADS

Date: _____

Name of School: _____ District: _____

Direction: All items per indicator must be assessed properly by the Incoming Officer as provided by the Outgoing Officer. Put a check (✓) mark on the column that describes the documents.

Indicators	Complied with Complete documents	Complied with incomplete documents	Not Complied	Remarks (The incoming officer shall state the status of the documents submitted/presented. You can use a separate sheet if necessary)
A. Plans and Implementation				
a. Complete parts of ESIP				
<ul style="list-style-type: none"> • Status of School Projects and its results signed by the SPT • Minutes during the discussion and adjustments of the activities of the school projects signed by SPT 				
b. AIP				
c. APP				
d. PPMP				
e. MDP				
f. SBM Accomplished e-validation tool				
g. SBM MOVs per principle				
h. BE-Learning Continuity Plan				
II. Curriculum and Innovations				
a. Action research				
b. Best Practices				
c. Inventory of Learning Resources				
III. Financial				
a. Financial reports with complete signatories on:				
<ul style="list-style-type: none"> • MOOE • SEF • SBFP • Canteen • PTA • IGP • Donations and others • Transparency Tool of all funds 				



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IV. Physical Facilities				
a. Land Ownership				
b. Physical Plant and Equipment Inventory				
c. Adopt-A-School Projects				
d. PTA Projects				
e. SPG/SSG Projects				
f. NSBI				
g. BEIS School Profile				
V. School Records				
a. SMEA report with synthesis				
b. 3-Year Comparative Data on Performance Indicators with analysis				
c. Unclaimed Form 137/SF 10				
d. Unclaimed Form 138/SF 9				
e. Unclaimed diploma				
f. Complete School Forms (SF)				
VI. Sustained Partnerships				
a. MOA/MOU				
b. Deed of donations				

Prepared by:

Signature over printed name of Outgoing Officer

Date Signed

Checked and Reviewed:

Signature over printed name of Incoming Officer

Date Signed

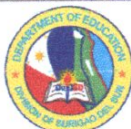
Noted by:

Public Schools District Supervisor/ In charge

GPTA/SGC President

Date Signed

Date Signed



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Enclosure B

ACCOUNTABILITY TRANSFER FORM FOR PSDS/DIC

Name of District: _____ Date: _____

Direction: All items per indicator must be assessed properly by the Incoming Officer as provided by the Outgoing Officer. Put a check (✓) mark on the column that describes the documents.

Indicators	Complied with Complete documents	Complied with incomplete documents	Not Complied	Remarks (The incoming officer shall state the status of the documents submitted/presented. You can use a separate sheet if necessary)
A. Instructional Supervision				
1. Instructional Supervision Plan				
2. Monitoring Tool in Instructional Supervision				
3. Performance Monitoring and Coaching Form				
B. Technical Assistance in School Management				
1. Technical Assistance Plan				
2. Technical Assistance Accomplishment Results				
3. Report on School-Based Management				
C. Monitoring and Evaluation				
1. Approved Work and Financial Plan				
2. DMEA reports with MOVs				
3. Consolidated DisMEA reports with synthesis				
4. Consolidated Transparency Report of funds				
5. Consolidated Liquidation Report of all funds				
D. Curriculum Development, Enrichment and Localization				
1. Compilation of Best Practices				
2. Researches				
E. Learning Outcomes Assessment				
1. 3-Year Comparative Data Analysis of Performance Indicators				
F. Financial Report				
1. SEF Allocation and Utilization				



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Prepared by:

Checked and Reviewed:

Signature over printed name of Incoming Officer

Signature over printed name of Outgoing Officer

Date Signed

Date Signed

Noted by:

CELSA A. CASA, PhD
CID, Chief

ELVIRA S. URBIZONDO, PhD
SGOD, Chief



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