



Republic of the Philippines  
**Department of Education**  
REGION II – CAGAYAN VALLEY  
SCHOOLS DIVISION OF NUEVA VIZCAYA

01 September 2023

DIVISION MEMORANDUM  
No. 295 , s. 2023

**PROPER TURN-OVER OF TRANSFER OF ACCOUNTABILITY**

To: Office of the Assistant Schools Division Superintendent  
School Governance and Operations Division Chief  
Curriculum Implementation Division Chief  
Public Schools District Supervisors/District In-Charge  
Public Elementary and Secondary School Heads Concerned  
All others concerned

1. Pursuant to Republic Act No. 9155 otherwise known as the “Governance of Basic Education Act of 2001”, as emphasized in Chapter 1 Section No. 7, Letter E, Paragraph 3 states that consistent with the national education policies, plans and standards, the school heads shall have the Authority, Responsibility and Accountability (AuRA) in managing all affairs of the school.
2. Moreover, based on the principle of School-Based Management under the Accountability and Continuous Improvement ensures a clear, transparent, inclusive and responsive accountability system to be in place.
3. In line with these mandates attached to the position of school heads as accountable officers in the school level, this Office hereby instructs all school heads to prepare proper transfer of accountability of school documents including but not limited to financial, physical and material resources duly signed by the concerned school head, noted by the Public Schools District Supervisor and monitored by this Office through the School Management, Monitoring and Evaluation (SMME) Section of the Schools Governance and Operations Division.
4. For the information, guidance and strict compliance of all concerned.



**ORLANDO E. MANUEL PhD., CESO V**  
Schools Division Superintendent

*[Handwritten signature]*  
9-84-2023



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**TRANSFER OF ACCOUNTABILITY  
RA 9155/AuRA**

This is to certify that the following vital school documents were turned-over by the outgoing school head before his/her last day of service and before the incoming school head assumes his/her first day of service.

No.	ADMINISTRATIVE	REMARKS
1.	ESIP (AIP, SRC, BEIS, SMEA)	
2.	IPCRF	
3.	PTA PROJECTS	
4.	SPG PROJECTS	
5.	SBM ACCOMPLISHMENTS (MOVs)	
6.	SGC ACCOMPLISHMENTS (MOVs)	
7.	DPDS REPORT	
	<b>FISCAL MANAGEMENT</b>	
8.	LIQUIDATION REPORTS	
9.	CANTEEN REPORTS	
10.	FEEDING REPORTS	
11.	PASSBOOK (FEEDING/CANTEEN)	
12.	FINANCIAL RECORDS/STATEMENT FROM OTHER FUNDS	
	<b>PHYSICAL FACILITIES</b>	
13.	PPE (Physical Plant and Equipment Inventory)	
14.	APP (Annual Procurement Plan) AND SUPPLEMENTAL if any	
15.	LAND TITLE/TAX DECLARATION	
16.	NSBI (NATIONAL SCHOOL BUILDING INVENTORY)	
17.	ADOPT A SCHOOL PROJECT	
18.	DCP PROJECT	
19.	LEARNING MATERIALS	
20.	LAPTOP/WiFi	
21.	INVENTORY OF SLMS AND TABLETS	
22.	GOVERNMENT ELEMENTARY SCHOOL PROFILE	
23.	PROJECTS FROM SEF	
	<b>DRRM</b>	
24.	SCHOOL DRRM REPORTS (Student-Led School Watching and Hazard Mapping, NSED, Unannounced Drills, Fire Safety Compliance, Family Earthquake Preparedness, RADaR, Etc.)	
25.	SCHOOL CONTINGENCY PLANS (Including Signed & Updated/Latest School DRRM Team and Signed	



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	Designation of School DRRM Coordinator)	
26.	SCHOOL DRRM ACTION PLAN	
	<b>SCHOOL RECORDS</b>	
27.	PERFORMANCE INDICATORS	
28.	SCHOOL FORMS (SF1-SF7)	
29.	TEST RESULT (NAT, NCAE, ELLNA, TEPT-PST, PHIL-IRI AND FLAT, MFAT, NUMERACY)	
30.	FORM 137 (SF10)	
31.	PHYSICAL FITNESS TEST (MAPEH)	
32.	FORM 138 (SF9) (UNCLAIMED)	
33.	DIPLOMA (UNCLAIMED)	
34.	STUDENT HEALTH RECORD (VACCINATION/DEWORMING/NUTRITIONAL STATUS)	
35.	SCHOOL PLANTILLA	
36.	CLASSIFYING OF LEARNERS	
37.	ANECDOTAL RECORDS	
	<b>FORM 201</b>	
38.	SALN	
39.	UPDATED PDS	
40.	APPOINTMENT PAPERS (ORIGINAL AND LATEST)	
41.	NOSA	
42.	STEM INCREMENT	
43.	SERVICE RECORDS	
44.	LEAVE LEDGER CARDS	
	<b>CURRICULUM CONCERNS</b>	
45.	ECCD (KINDER)	
46.	ALS FORM 5 (If the School Head is Managing an ALS Learning Center)	
47.	CRLA RESULT (KINDER TO GRADE 3)	
48.	PHYSICAL FITNESS TEST (PRE-POST)	
49.	SCIENCE, MATH AND TVL EQUIPMENT INVENTORY	
50.	READING AND NUMERACY PROGRAM	
	<b>HNU</b>	
51.	LEARNER'S BASIC HEALTH AND NUTRITION REPORT (SF8)	
52.	CANTEEN OPERATION REPORT	
53.	SBF/Self-Help Feeding Report	
54.	DEWORMING REPORT	
55.	OTHER OKD PROGRAMS (WINS, ARH, BDEP, MENTAL HEALTH) REPORTS	



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**CERTIFICATION OF TRANSFER AND TURN-OVER OF DOCUMENTS**

I, \_\_\_\_\_, \_\_\_\_\_ (Present Position) and  
Out-going Principal hereby certify that I have already **TRANSFERRED AND TURNED-OVER**  
school pertinent documents (Refer to Transfer of Accountability Form/Checklist) on  
\_\_\_\_\_ at \_\_\_\_\_ (Name of School).

\_\_\_\_\_  
OUT-GOING PRINCIPAL

Witnesses:

\_\_\_\_\_  
Public Schools District Supervisor

\_\_\_\_\_  
SGC Designated Co-chairperson

\_\_\_\_\_  
SBM Division Coordinator

\_\_\_\_\_  
Senior Education Program Specialist  
School Mgmt., M and E

**CERTIFICATION OF ACCEPTANCE OF DOCUMENTS**

I, \_\_\_\_\_, \_\_\_\_\_ (Present Position) and  
Incoming Principal hereby certify that I have already **ACCEPTED AND RECEIVED** school  
pertinent documents (Refer to Transfer of Accountability Form/Checklist) on  
\_\_\_\_\_ at \_\_\_\_\_ (Name of School).

\_\_\_\_\_  
INCOMING PRINCIPAL

Witnesses:

\_\_\_\_\_  
Public Schools District Supervisor

\_\_\_\_\_  
SGC Designated Co-chairperson

\_\_\_\_\_  
SBM Division Coordinator

\_\_\_\_\_  
Senior Education Program Specialist  
School Mgmt., M and E



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