



Republic of the Philippines
Department of Education
REGIONAL OFFICE NO. VIII (EASTERN VISAYAS)
SCHOOLS DIVISION OF EASTERN SAMAR

SERVICE RECORD

Name: **DOLINA** (Surname) **MAE GRETZ** (Given) **ANGUREN** (Middle) (If married, give also full maiden name.)
Birth: **May 15, 1994** (Date) **Quinapondan, E. Samar** (Place) (Date herein should be checked from baptismal certificate or some other reliable documents.)
BP NUMBER 2005138320

This is to certify that the employee named herein above actually rendered service in this Office as shown by the service record below. Each line of which is supported by appointment and other papers actually issued by this office and approved by the authorities concerned.

Services		RECORD OF APPOINTMENT			Station/Place	L/Abs.		
From	To	Designation	Status	Salary	of Assignment	Branch	w/o pay	Cause
06/13/16	12/31/16	Teacher II	Reg.P.	247,812.00	Eastern Samar	NM	None	Orig.Appt.
01/01/17	12/31/17	do	do	256,644.00	Senior H.S.	do	do	Sal.Adj.
01/01/18	12/31/18	do	do	265,788.00	Catbalogan	do	do	Sal.Adj.
01/01/19	12/31/19	do	do	275,256.00	do	do	do	Sal.Adj.
01/01/20	12/31/20	do	do	293,940.00	do	do	do	Sal.Adj.
01/01/21	12/31/21	do	do	312,624.00	do	do	do	Sal.Adj.
01/01/22	12/31/22	do	do	312,625.00	do	do	do	Sal.Adj.
01/01/23	02/28/24	do	do	349,980.00	do	do	do	Sal.Adj.
	02/29/24	Last Day of Service						
	03/01/24	Resigned						

Issued in compliance with Executive Order No. 54, dated August 10, 1954 in accordance with Circular No. 54, dated August 10, 1954 of the System.

Certified correct:

JOHN D. ALIDON
HRMO II

February 29, 2024
Date



REGIONAL OFFICE NO. VIII (EASTERN VISAYAS)
SCHOOLS DIVISION OF EASTERN SAMAR
Provincial Capitol Site, Brgy. Alang-Alang, Borongan city
(055)560-8859 | eastern.samar@deped.gov.ph


pro-bata
Bibo, Anyo, Talino't A
"Bida sa Kolehiyo, Trabaho, Komunidad"

Agency Name
CLEARANCE FORM
(Instructions at the back)

I PURPOSE				
			FEBRUARY 16, 2024	
			Date of Application	
TO: (Agency Name) I hereby apply for clearance from money, property and work-related accountabilities for: Purpose: <input type="checkbox"/> Transfer <input checked="" type="checkbox"/> Resignation <input type="checkbox"/> Other Mode of Separation: <input type="checkbox"/> Retirement <input type="checkbox"/> Leave Please specify: _____ Effectivity/Inclusive Period: _____				
Office of Assignment: <u>WIPORLOS NATIONAL TRADE SCHOOL</u>			<u>MAE GRETE A. DOLINA</u> Name and Signature of Employee	
Position/SG/Step: <u>T-1 SG12-Step 2</u>				
II CLEARANCE FROM WORK-RELATED ACCOUNTABILITIES				
We hereby certify that this applicant is cleared of work-related accountabilities from this Unit/Office/Dept.				
<u>MARCELINA S. DORIMEN</u> Immediate Supervisor			<u>PABLO A. EXARCIB</u> Head of Office	
III CLEARANCE FROM MONEY AND PROPERTY ACCOUNTABILITIES				
Name of Unit/Office/Department	Cleared	Not Cleared	Name of Clearing Officer/Official	Signature
1. Administration Sector				
a. Supply and Property Procurement and Management Services	/		JENNY C. ARAGO Supply-In-Charge	
b. Human Resource Welfare & Assistance	/		JOHN D. ALIDON	
c. Agency-accredited Union/Cooperative				
2. Library				
a. Legal Office Library			N/A	
b. Library Services	/		LILIAN S. PALACIO	
3. Finance and Assets Management				
a. Financial Services			JAN JACOB B. AVILA	
b. Transaction, Processing & Billing Services			FLORENCIO A. COSO	
c. Payroll & Remittance Services	/		CARMELITA C. ALJIBE	
4. Professional and Institutional Development				
a. Scholarship Services				
IV CERTIFICATION OF NO PENDING ADMINISTRATIVE CASE:				
a. Internal Affairs Office/Legal Affairs Office	/		ATTY. MARIA FLORA D. ACHAY	
<input type="checkbox"/> with pending administrative case <input type="checkbox"/> with ongoing investigation (no formal charge yet)				
V CERTIFICATION				
<u>GORGONIO G. DIAZ, JR., Ph.D. CESO V</u> Schools Division Superintendent				



Republic of the Philippines
Department of Education
REGIONAL OFFICE NO. VIII (EASTERN VISAYAS)
SCHOOLS DIVISION OF EASTERN SAMAR
Capitol Site, Brgy. Alang-alang, Borongan City

SEPARATION OF NATIONAL (MUNICIPAL) PERSONNEL

SPECIAL ORDER

No. 044 s. 2024

The separation of the regular/plantilla casual, non-teaching personnel below is hereby made a matter of record:

Name: MAE GRETZ A. DOLINA

Position Title: TEACHER II

Educational Qualification: BACHELOR OF SECONDARY EDUCATION

Annual Salary and Range: Php,349,980.00

Effective Date of Separation: MARCH 01, 2024

Cause of Separation: RESIGNATION

Performance Rating: VERY SATISFACTORY

Employee Number: 6294775

A future application for reinstatement will be favorably considered in case there is a need for this applicant's service and a suitable vacancy exists at the time of the application.


GORGONIO G. DIAZ, JR., PhD, CESO V
Schools Division Superintendent

Copy furnished:

Manager, GSIS
Commissioner, Civil Service Commission
Payroll Service Unit
Personnel Concerned
Division File



REGIONAL OFFICE NO. VIII (EASTERN VISAYAS)
SCHOOLS DIVISION OF EASTERN SAMAR
Provincial Capitol Site, Brgy. Alang-Alang, Borongan city
(055)560-8859 | eastern.samar@deped.gov.ph



pro-bata

Bibo, Anyo, Talino't Asal

"Bida sa Kolehiyo, Trabaho, Komersiyo."