

Agency Name
CLEARANCE FORM
(Instructions at the back)

I PURPOSE				
				Date of Application _____
TO: <u>(Agency Name)</u>				
I hereby apply for clearance from money, property and work-related accountabilities for:				
Purpose: <input type="checkbox"/> Transfer <input 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: _____			Name and Signature of Employee _____	
Position/SG/Step: _____				
II CLEARANCE FROM WORK-RELATED ACCOUNTABILITIES				
We hereby certify that this applicant is cleared of work-related accountabilities from this Unit/Office/Dept.				
_____ Immediate Supervisor			_____ 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				
b. Human Resource Welfare & Assistance				
c. Agency-accredited Union/Cooperative				
2. Library				
a. Legal Office Library				
b. Library Services				
3. Finance and Assets Management				
a. Financial Services				
b. Transaction, Processing & Billing Services				
c. Payroll & Remittance Services				
4. Professional and Institutional Development				
a. Scholarship Services				
IV CERTIFICATION OF NO PENDING ADMINISTRATIVE CASE:				
a. Internal Affairs Office/Legal Affairs Office				
<input type="checkbox"/> with pending administrative case				
<input type="checkbox"/> with ongoing investigation (no formal charge yet)				
V CERTIFICATION				
_____ Signature over Printed Name of Agency Head				

INSTRUCTIONS:

1. Employees who are retiring, being separated, transferring to other agencies, leaving the Philippines and going on maternity leave of absence shall prepare this form in quadruplicate.
2. This clearance should be duly accomplished before paying the last salary or any money due the employees. (Specify which type of clearance: maternity leave, retirement, transfer, etc.)
3. If the employees are cleared from a unit/office/department, the clearing/authorized official may attach to this clearance the pertinent document/s that shall prove that the employees are cleared of any obligation or accountability from their office, if any, and tick the box under the "Cleared" column before affixing their signatures.
4. If the employees appear to have uncleared accountability/ies from a unit/office/department, the clearing/authorized official shall attach to this clearance the pertinent document/s that shall prove that the employees have remaining obligation or accountability from their office further indicating the necessary action/s that the employee must satisfy in order to be cleared, and tick the box under the "Uncleared" column. The clearing/authorized official must only sign this clearance corresponding to their name once the employee have complied the necessary requirements and cleared of all the obligation/s and accountability/ies from their office. They must also tick the box under the "Cleared" column.
5. The HRMO shall distribute copies of approved clearance as follows: original to the employee; duplicate to be attached to the payroll or voucher; triplicate to human resource unit file; and fourth copy to accounting/auditing office.
6. Processing of clearance certificate shall follow the order of number indicated.