



TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD IRIGA

CLEARANCE FORM

I PURPOSE				
TO: DepEd, Iriga City Division				Date of Application: _____
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			MARIANO B. DE GUZMAN 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				
Supply and Property Procurement and			FRANCIA N. MARTINEZ	
a. Management Services			AO-IV-Supply	
b. Human Resource Welfare & Assistance			MARIA LOURDES B. BAYTA	
			AO-IV(Human Resource)	
c. Agency-accredited Union/Cooperative			SHIRLEY B. LUCEÑA	NEU-
			Pres.	
2. Library				
a. Legal Office Library				
b. Library Services			JANET B. RAMBOYONG	
			Librarian III	
3. Finance and Assets Management				
a. Financial Services			SALVACION E. BERMEJO	
			Accountant III	
b. Transaction, Processing & Billing Services				
c. Payroll & Remittance Services			MARIBEL E. PANDES	
			AO IV (Cash)	
4. Professional and Institutional Development				
a. Scholarship Services			SHARON C. SALDO	EPS-
			II	
IV CERTIFICATION OF NO PENDING ADMINISTRATIVE CASE:				
a. Internal Affairs/Administrative Services			ARTHUR M. RAMBOYONG, Ph. D	
			Administrative Officer V	
b. Legal Affairs Services			NOEL C. PANGA	
			Legal Officer Designate	
<input type="checkbox"/> with pending administrative case <input type="checkbox"/> with ongoing investigation (no formal charge yet)				
V CERTIFICATION				
I hereby certify that this employee is cleared of work-related, money and property accountabilities from this agency. This certification includes no pending administrative case from this agency.				
MARIANO B. DE GUZMAN 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.