

LGU-CALABANGA, CAMARINES SUR
CLEARANCE FORM
(Instructions at the back)

I | PURPOSE

Date of Application _____

TO: _____
(Agency Name)

I hereby apply for clearance from money, property and work- related accountabilities for:
 Purpose: Transfer Resignation Other Mode of Separation:
 Retirement Leave Please specify: _____

Effectivity/ Inclusive Period: _____

Assignment: _____ Position/ SG/ Step: _____	Name and Signature of Employee _____
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II | CLEARANCE FROM WORK- RELATED ACCOUNTABILITIES

We hereby certify that this applicant is cleared of work- related accountabilities from this Unit/ Office/ Department.

 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				
Supply and Property Procurement and a. Management Services			EDEN R. BORROMEO	
b. Human Resource Welfare & Assistance			MARIETTA A. MONTEZOR	
c. Agency- accredited Union/ Cooperative			ROGELIO T. HILARIO	
2 Library				
a. Legal Office Library				
b. Library Services				
3 Finance and Assets Management				
a. Financial Services			DAISY D. MORIÑO	
b. Transaction, Processing & Billing Services			DAISY D. MORIÑO	
c. Payroll & Remittance Services			DAISY D. MORIÑO	
4 Professional and Institutional Development				
a. Scholarship Services				

IV | CERTIFICATION OF NO PENDING ADMINISTRATIVE CASE:

a. Internal Affairs Office/ Legal Affairs Office
 with pending administrative case
 with on- going investigation (no formal charge yet)

V | CERTIFICATION

EDUARDO A. SEVERO
 Municipal Mayor
 Signature over Printed Name of Head of Agency

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 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 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 must only sign the 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 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.

