



Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

CLEARANCE FORM

I PURPOSE				
TO: <u>DIVISION OF EL SALVADOR CITY</u> I hereby request clearance from money, property and work-related accountabilities for: Purpose: ☐ Transfer ☐ Resignation ☐ Travel Abroad: ☐ Retirement ☐ Leave ☐ Other Mode of Separation: Date of Effectivity: _____ Please specify: _____				Date of Filing _____
Office of Assignment: _____ Position/SG/Step: _____		Name and Signature of Employee _____		
II CLEARANCE FROM WORK-RELATED ACCOUNTABILITIES				
We hereby certify that this employee is cleared ☐ / not cleared ☐ of work-related accountabilities from this Unit/Office/Dept.				
_____ Immediate Supervisor		DR. RANDOLPH B. TORTOLA, CESO V 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. Administrative Services				
a. Supply and Property Procurement and Management Services			ALAN T. SACULINGAN ADMINISTRATIVE OFFICER IV/SUPPLY OFFICER	
b. Human Resource Welfare & Assistance			FELANIE MARIE A. LIM ADMINISTRATIVE OFFICER IV/HRMO II	
c. Agency-accredited Union/Cooperative			JEFFREY M. MARTINEZ ADMINISTRATIVE OFFICER V	
d. Records			ELEONOR R. ISIDERIO ADMINISTRATIVE OFFICER IV/ RECORDS OFFICER	
2. Library				
a. Library Services			EMELIE G. YUBUCO LIBRARIAN II	
3. Finance and Assets Management				
a. Financial Services			MARICEL B. JANGAO ACCOUNTANT III	
b. Cash Transactions & Billing Services			RIZAN L. SARDANE ADMINISTRATIVE OFFICER IV/CASHIER	
c. Payroll & Remittance Services			KENNETH ANGEL B. GUILLENA ADMINISTRATIVE OFFICER II/PAYROLL OFFICER	
4. Professional and Institutional Development				
a. Scholarship Services			CARMILLE V. GAHAY SENIOR EDUCATION PROGRAM SUPERVISOR/HRD	
IV CERTIFICATION OF NO PENDING ADMINISTRATIVE CASE:				
a. Internal Affairs Office/Legal Affairs Office			JEFFREY M. MARTINEZ ADMINISTRATIVE OFFICER V	
☐ with pending administrative case ☐ 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. <u>RANDOLPH B. TORTOLA</u> Schools Division Superintendent				

INSTRUCTIONS:

1. Employees who are retiring, being separated, transferring to other agencies, leaving the Philippines and going on leave of absence **for more than 30 days** 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.