



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

CS Form No. 7
Revised 2018

CLEARANCE FORM

(Instructions at the back)

I PURPOSE				
			Date of Filing _____	
TO: <u>DIVISION OF EL SALVADOR CITY</u>				
I hereby request clearance from money, property and work-related accountabilities for:				
Purpose: ☐ Transfer ☐ Resignation ☐ Other Mode of Separation:				
☐ Retirement ☐ Leave Please specify: _____				
Date of Effectivity: _____				
Office of Assignment: _____			Name and Signature of Employee _____	
Position/SG/Step: _____				
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			RANDOLPH B. TORTOLA 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
b. Human Resource Welfare & Assistance				FELANIE MARIE A. LIM HRMO II
c. Agency-accredited Union/Cooperative				JEFFREY M. MARTINEZ ADMINISTRATIVE OFFICER V
2. Library				
a. Legal Office Library				N/A
b. Library Services				EMELIE G. YUBUCO LIBRARIAN II
3. Finance and Assets Management				
a. Financial Services				MARICEL B. JANGAO ACCOUNTANT III
b. Transaction, Processing & Billing Services				RIZAN L. SARDANE CASHIER II
c. Payroll & Remittance Services				KENNETH ANGEL B. GUILLENA PAYROLL OFFICER
4. Professional and Institutional Development				
a. Scholarship Services				CARMILLE V. GAHAY SR. EDUCATION PROGRAM SPECIALIST - 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.				
RANDOLPH B. TORTOLA 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.