

DEPARTMENT OF EDUCATION
CLEARANCE FORM
(Instructions at the back)

I PURPOSE

_____ Date of Application

TO: **DEPARTMENT OF EDUCATION**

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: _____

Office of Assignment: _____

Position/SG/Step: _____

_____ Name and Signature of Employee

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			JOYCE ANNE P. LIMBO Administrative Officer IV/Supply Officer II	
b. Human Resource Welfare & Assistance			JOHN CAVIN S. RODIL Senior Education Program Specialist - HRD	
c. Agency-accredited Union/Cooperative			School	
			Schools Division Office	
2. Library				
a. Legal Office Library			GENEROSA F. ZUBIETA Education Program Supervisor	
b. Library Services			EDNA E. ECLAVEA Librarian II	
3. Finance and Assets Management				
a. Financial Services			AGNES M. LUZADAS Accountant III	
b. Transaction, Processing & Billing Services			AGNES M. LUZADAS Accountant III	
c. Payroll			GRASIELA L. HERNANDEZ Administrative Officer IV/HRMO II	
d. Loan Verifier			CONRADO C. GABARDA Administrative Officer V	
e. Remittance Services			DIANAH G. TAN Administrative Officer IV/Cashier III	
f. Provident Fund			VIOLY MARIE Q. BULANDOS Administrative Assistant III	
4. Professional and Institutional Development				
a. Scholarship Services			JOHN CAVIN S. RODIL Senior Education Program Specialist - HRD	

IV CERTIFICATION OF NO PENDING ADMINISTRATIVE CASE:

a. Internal Affairs Office/Legal Affairs Office

MARIA HANNAH D. PEREZ-FORMENTO
Attorney III



with pending administrative case

with ongoing investigation (no formal charge yet)

V CERTIFICATION

This is to certify that _____ has been cleared of all the money and property and other accountabilities as of this date.

CELEDONIO B. BALDERAS JR.
SCHOOLS DIVISION SUPERINTENDENT

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.