

DON HONORIO VENTURA STATE UNIVERSITY
CLEARANCE FORM
NON-ACADEMIC

I	PURPOSE
_____ Date of Application	
TO: Don Honorio Ventura State University	
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: _____	_____
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/ Director	_____ Head of Office/ Cluster Vice President

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			ANTONIO B. MERCADO	
b. Human Resource Welfare & Assistance			MELY G. LIANGCO	
c. Agency-accredited Union/Cooperative			ARIEL M. MALLARI, RME, MM	
2. Library				
a. Legal Office Library			N/A	
b. Library Services			ROSEMARIE D. MALANG, MLS	
3. Finance and Assets Management				
a. Financial Services			LUIS M. LANSANG, DPA	
b. Transaction, Processing & Billing Services			JOSEPH IAN P. GIUNTU, CPA, MBA	
c. Payroll & Remittance Services			ROSALIE D. SAMPANG	
4. Professional and Institutional Development				
a.			ROHEL S. SERRANO, RCE, MAIE	

IV	CERTIFICATION OF NO PENDING ADMINISTRATIVE CASE:			
a. Internal Affairs Office/Legal Affairs Office			ANNA C. DAYRIT, MM, MBA	
<input type="checkbox"/> with pending administrative case <input type="checkbox"/> with ongoing investigation (no formal charge yet)				

V	CERTIFICATION
ENRIQUE G. BAKING, Ed.D _____ 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.