

Don Honorio Ventura State University

CLEARANCE FORM

(Non-Academic)

I	PURPOSE																																																																									
<div style="text-align: right; margin-bottom: 10px;">_____ Date of Filing</div> <p>TO: <u>Don Honorio Ventura State University</u></p> <p>I hereby request clearance from money, property and work-related accountabilities for:</p> <p>Purpose: <input type="checkbox"/> Transfer <input type="checkbox"/> Resignation <input type="checkbox"/> Proportional Vacation Pay</p> <p> <input type="checkbox"/> Retirement <input type="checkbox"/> Leave <input type="checkbox"/> Other Mode of Separation:</p> <p style="margin-left: 400px;">Please specify: _____</p> <p>Date of Effectivity: _____</p>																																																																										
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 <input type="checkbox"/> / not cleared <input type="checkbox"/> of work-related accountabilities from this Unit/Office/Dept.																																																																										
_____ Immediate Supervisor		_____ Head of Office																																																																								
III	CLEARANCE FROM MONEY AND PROPERTY ACCOUNTABILITIES																																																																									
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<input type="checkbox"/> with pending administrative case <input type="checkbox"/> with ongoing investigation (no formal charge yet)																																																																										
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<p>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.</p> <div style="text-align: center; margin-top: 50px;"> _____ ENRIQUE G. BAKING, Ed.D. <i>SUC President III</i> </div>																																																																										

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.