

DON HONORIO VENTURA STATE UNIVERSITY
CLEARANCE FORM
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: Transfer Resignation Proportional Vacation Pay
 Retirement Leave Other Mode of Separation:
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.

_____ Registrar _____ Immediate Supervisor/ Dean/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				
a. Supply and Property Procurement and Management Services			ANTONIO B. MERCADO	
b. Human Resource Welfare & Assistance			MELY G. LIANGCO	
c. Agency-accredited Union/Cooperative			MARIA LOURDES O. NAVARRO, MPA	
2. Library				
a. Legal Office Library			N/A	
b. Library Services			SUZETTE B. MACASPAC	
3. Finance and Assets Management				
a. Financial Services			LUIS M. LANSANG, DPA	
b. Transaction, Processing & Billing Services			JOSEPH IAN P. GUINTU, CPA, MBA	
c. Payroll & Remittance Services			ROSALIE D. SAMPANG	
4. Professional and Institutional Development				
a. Scholarship Services			ROHEL S. SERRANO, RCE, MAIE	

IV CERTIFICATION OF NO PENDING ADMINISTRATIVE CASE:

a. Internal Affairs Office/Legal Affairs Office

with pending administrative case
 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.