***CS Form No. 7***

***R***S***ev***e***i***r***s***ie***e***s***d***o***2***f***0***2***1***0***8***17

Agency Name

CLEARANCE FORM

(Instructions at the back)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| I | PURPOSE | | | | |
| Date of Filing  TO: (Agency Name)  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: Position/SG/Step: | | | Name and Signature of Employee | | |
| 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 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 | |  |  |  |  |
| b. Human Resource Welfare & Assistance | |  |  |  |  |
| c. Agency-accredited Union/Cooperative | |  |  |  |  |
| 2. *Library* | | | | | |
| a. Legal Office Library | |  |  |  |  |
| b. Library Services | |  |  |  |  |
| 3. *Finance and Assets Management* | | | | | |
| a. Financial Services | |  |  |  |  |
| b. Transaction, Processing & Billing Services | |  |  |  |  |
| c. Payroll & Remittance Services | |  |  |  |  |
| 4. *Professional and Institutional Development* | | | | | |
| a. Scholarship Services | |  |  |  |  |
| 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 | C E R T I F I C A T I O N | | | | |
| 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.  Signature over Printed Name of Agency Head | | | | | |

*Page 1 of 2*