***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 FilingTO: (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 casewith 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 |

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