

Department of Education  
**SCHOOLS DIVISION OFFICE OF CITY OF MALOLOS**  
City of Malolos, Bulacan  
**CLEARANCE FORM**  
(Instructions at the back)

<b>I</b>	<b>PURPOSE</b>				
_____ (insert date here) Date of Application					
<b>TO:</b>					
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: <u>  (insert date here)  </u>					
Office of Assignment: <u>  insert school here  </u>		(insert name here)			
Position/SG/Step: <u>  insert data here  </u>		Name and Signature of Employee			
<b>II</b>	<b>CLEARANCE FROM WORK-RELATED ACCOUNTABILITIES</b>				
We hereby certify that this applicant is cleared of work-related accountabilities from this Unit/Office/Dept.					
(insert name of supervisor here)		MERLINA P. CRUZ, Ph. D.			
Immediate Supervisor		Head of Office			
<b>III</b>	<b>CLEARANCE FROM MONEY AND PROPERTY ACCOUNTABILITIES</b>				
	<b>Name of Unit/Office/Department</b>	<b>Cleared</b>	<b>Not Cleared</b>	<b>Name of Clearing Officer/Official</b>	<b>Signature</b>
<b>1. Administration Sector</b>					
	a. Supply and Property Procurement and Management Services	✓		LENI MANGARAN - LISING <small>Administrative Officer IV – Asset Mgt.</small>	
	b. Human Resource Welfare & Assistance	✓		RIA LORRAINE P. MENDOZA <small>Administrative Officer IV – HRMO</small>	
	c. Agency-accredited Union/Cooperative				
<b>2. Library</b>					
	a. Legal Office Library				
	b. Library Services				
<b>3. Finance and Assets Management</b>					
	a. Financial Services	✓		HERALD MARSON B. TOLENTINO <small>Accountant III</small>	
	b. Transaction, Processing & Billing Services	✓		HERALD MARSON B. TOLENTINO <small>Accountant III</small>	
	c. Payroll & Remittance Services	✓		ROWENA C. SISON <small>Administrative Officer IV - Cashier</small>	
<b>4. Professional and Institutional Development</b>					
	a. Scholarship Services				
<b>IV</b>	<b>CERTIFICATION OF NO PENDING ADMINISTRATIVE CASE:</b>				
	a. Internal Affairs Office/Legal Affairs Office	✓		RISA BEA SOCORRO M. BORRES <small>Administrative Officer V- Admin Services</small>	
	<input type="checkbox"/> with pending administrative case <input type="checkbox"/> with ongoing investigation (no formal charge yet)			ANNA DOMINIQUE L. GUISON <small>Attorney III</small>	
<b>V</b>	<b>CERTIFICATION</b>				
_____ <b>MERLINA P. CRUZ, Ph. D.</b> Officer – In – Charge Office of the Schools Division Superintendent 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.