



MABALACAT CITY COLLEGE

CLEARANCE FORM



I PURPOSE				
				Date of Application _____
TO: <u>MABALACAT CITY GOVERNMENT</u> 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: _____				
Office of Assignment: <u>MABALACAT CITY COLLEGE</u>				
Position/SG/Step: _____		_____ Name and Signature of Employee		
II CLEARANCE FROM MONEY AND PROPERTY ACCOUNTABILITIES				
Name of Unit/Office/Department	Cleared	Not Cleared	Name of Clearing Officer/Official	Signature
1. <i>Administration Division</i>				
a. Supply and Property Unit			DENNIS P. BATILLER	
b. Management and Information System Unit			ERICK JAIE DAVID	
c. People Management Unit			ROWENA G. VENZON	
2. <i>Library Services Division</i>				
a. Library Services Unit			ROMA AMOR S. MANALANG	
3. <i>Financial Services Division</i>				
a. Finance Unit			KRISTIANA JOY S. TUAZON	
b. Transaction & Billing Unit			MITCHIELYN RIMBAWA	
III CERTIFICATION OF NO PENDING ADMINISTRATIVE CASE:				
a. Planning and Legal Management			ATTY. CHARMAINE LANSANGAN -VENTURINA	
<input type="checkbox"/> with pending administrative case <input type="checkbox"/> with ongoing investigation (no formal charge yet)				
IV CLEARANCE FROM WORK-RELATED ACCOUNTABILITIES				
We hereby certify that this applicant is cleared of work-related accountabilities from this Unit/Office/Dept.				
_____ Immediate Supervisor		_____ Vice President for Administration		
V. CERTIFICATION				
MICHELLE AGUILAR ONG, DPA College President				

