



REPUBLIC OF THE PHILIPPINES
Province of Pampanga
Mabalacat City



CLEARANCE FORM
(Instructions at the back)

I PURPOSE				
				Date of Application _____
TO: MABALACAT CITY GOVERNMENT				
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: MABALACAT CITY COLLEGE				
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.				
_____ Immediate Supervisor		_____ College President		
III CLEARANCE FROM MONEY AND PROPERTY ACCOUNTABILITIES				
	Cleared	Not Cleared		Signature
1. Administration Sector				
Supply and Property Procurement and Management			DENNIS P. BATILLER	
a. Services				
b. Human Resource Welfare & Assistance			ROWENA G. VENZON	
c. Agency-accredited Union/Cooperative			EMMANUEL P. LIMPIN	
2. Library				
a. Legal Office Library			n/a	
b. Library Services			ROMA AMOR S. MANALANG	
3. Finance and Assets Management				
a. Financial Services			MARLENE M. MENDIOLA	
b. Transaction, Processing & Billing Services			ATTY. AILEEN C. RIGOR, CPA	
c. Payroll & Remittance Services			MERLA P. DE LEON	
4. Professional and Institutional Development				
a. Scholarship Services			GENESIS Z. MACAPAGAL	
IV CERTIFICATION OF NO PENDING ADMINISTRATIVE CASE:				
a. Internal Affairs Office/Legal Affairs Office			ATTY. EMMANUEL E. IGNACIO	
<input type="checkbox"/> with pending administrative case <input type="checkbox"/> with ongoing investigation (no formal charge yet)				
V. CERTIFICATION				
HON. CRISOSTOMO C. GARBO City Mayor				

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.