



UNIVERSITY OF SOUTHEASTERN PHILIPPINES

**CLEARANCE FORM**

For Job Order/Contract of Service

(Instructions at the back)

**I. PURPOSE**

\_\_\_\_\_ Date of Filing

**TO: University of Southeastern Philippines**

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
Administration Sector				
a. Supply Management Unit				
b. Finance Services				
c. Human Resource Management Division				
Systems and Data Management				
a. Information and Communications Technology Services				

**IV. CERTIFICATION OF NO PENDING ADMINISTRATIVE CASE:**

a. Office of Legal Affairs				
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with pending administrative case  
 with ongoing investigation (no formal charge yet)

**V. CERTIFICATION**

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.

**MARIA LUISA B. FAUNILLAN, DPA**  
Vice President for Administration

**INSTRUCTIONS:**

1. Employees who are retiring, being separated, transferring to other agencies, leaving the Philippines and going on leave of absence **for more than 30 days** 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.