



Republic of the Philippines
Department of Education
 REGION X – NORTHERN MINDANAO
 SCHOOLS DIVISION OF EL SALVADOR CITY

CS Form No. 7
 Series of 2018

DEPARTMENT OF EDUCATION
CLEARANCE FORM

(Instructions at the back)

I	PURPOSE				
TO: DIVISION OF EL SALVADOR CITY		Date of Application _____			
I hereby request 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: _____		Name and Signature of Employee			
Position/SG/Step: _____					
II	CLEARANCE FROM WORK-RELATED ACCOUNTABILITIES				
We hereby certify that this employee is cleared <input type="checkbox"/> / not cleared <input type="checkbox"/> of work-related accountabilities from this Unit/Office/Dept.					
_____ Immediate Supervisor		RANDOLPH B. TORTOLA 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. Administration Sector					
	Supply and Property Procurement and a. Management Services			ALAN T. SACULINGAN	
	b. Human Resource Welfare & Assistance			JEFFREY M. MARTINEZ	
	Agency-accredited Union/Cooperative c. (DEPED NEU, if applicable)			JEFFREY M. MARTINEZ	
2. Library					
	a. Legal Office Library			N/A	
	b. Library Services			EMELIE G. YUBUCO	
3. Finance and Assets Management					
	a. Financial Services			MARICEL B. JANGAO	
	b. Transaction, Processing & Billing Services			RIZAN L. SARDANE	
	c. Payroll & Remittance Services			KENNETH ANGEL B. GUILLENA	
4. Professional and Institutional Development					
	a. Scholarship Services			KAREN ROSE A. SERRANIA	
IV	CERTIFICATION OF NO PENDING ADMINISTRATIVE CASE:				
	a. Internal Affairs Office/Legal Affairs Office			JEFFREY M. MARTINEZ	
<input type="checkbox"/> with pending administrative case <input type="checkbox"/> 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.					
RANDOLPH B. TORTOLA Schools Division Superintendent					



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.