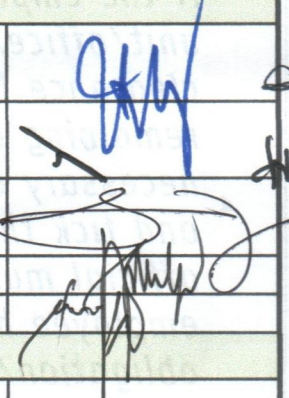
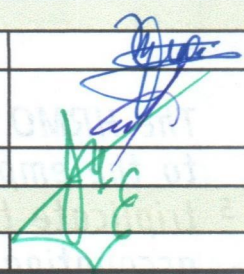
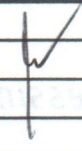




LOCAL GOVERNMENT UNIT- BAYBAY
CLEARANCE FORM
(Instruction at the back)

I PURPOSE				
June 4, 2024 Date of Application				
TO: LOCAL GOVERNMENT UNIT - BAYBAY				
I HEREBY apply for Clearance from Money, Property and work - related accountabilities for :				
Purpose <input type="checkbox"/> Transfer <input checked="" type="checkbox"/> Resignation <input type="checkbox"/> Other mode of Separation				
<input type="checkbox"/> Retirement <input type="checkbox"/> Leave Please specify: TRANSFER TO VSU				
Effectivity/Inclusive Period June 9, 2024				
Office of Assignment : SPO		ANNA PATRICE S. BORNEO		
Position/SG / Step: Admin. Aide. I V/ SG4/STEP 3		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.				
ATTY. VIVIAN E. VIDALLON		JOSE CARLOS L. CARI		
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
1 Administration Sector				
a. Inventory Supply Custodian and Management Services			JENICA T. RAMIREZ	
b. Supply and Property Procurement and Management Services			DOMINGO O. ESCASINAS	
c. Human Resource Welfare and Assistance			MARIANITO E. GORGONIO	
d. Agency-accredited Union / Cooperative			ARIS A. MILLOZA NOEL V. MANAGBANAG	
2 Library				
a. Legal Office Library				
b. Library Services				
3 Finance and Assets Management				
a. Finance Services			ALBERTA BUENA A. MANATAD	
b. Transaction, Processing and Billing Services			MA. LINDELL L. SORIANO	
c. Payroll & Remittance Services			JAY RYAN O. AUSTERO	
4 Professional and Institutional Development Services				
a. Scholarship Services				
IV CERTIFICATION OF NO PENDING ADMINISTRATIVE CASE :				
a. Internal Affairs Office/ Legal Affairs Office			ATTY. AVITO C. CAHIG JR.	
<input type="checkbox"/> with pending administrative case				
<input type="checkbox"/> with ongoing investigation (no formal charge yet)				
V CERTIFICATION				
JOSE CARLOS L. CARI				
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 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 documents 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 the 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 of voucher; triplicate to the Human Resource unit file ; and fourth copy to accounting/auditing office.

6 Processing of clearance certificate shall follow the order of number indicated.

OR NUMBER : 0209930

DATE : 0260550

Amount ₱100.00

Baybay City, Leyte