



Republic of the Philippines
SOUTHERN LEYTE STATE UNIVERSITY
Main Campus, Sogod, Southern Leyte
CLEARANCE FORM
(Instructions at the back)

I PURPOSE					
TO: Southern Leyte State University I hereby request clearance from money, property and work-related accountabilities for: Purpose: <input checked="" type="checkbox"/> Transfer <input type="checkbox"/> Resignation <input type="checkbox"/> Other Mode of Separation: <input type="checkbox"/> Retirement <input type="checkbox"/> Leave Date of Effectivity: <u>May 1, 2024</u> Please specify: <u>Transfer incidental to Promotion</u>			April 1, 2024 Date of Filing		
Office of Assignment: <u>RECORDS MANAGEMENT OFFICE</u> Position/SG/Step: <u>Administrative Officer V/SG18-4</u>			 HAZEL V. ASALDO Name and Signature of Employee		
II CLEARANCE FROM WORK-RELATED ACCOUNTABILITIES We hereby certify that this employee is cleared <input checked="" type="checkbox"/> / not cleared <input type="checkbox"/> of work-related accountabilities from this Unit/Office/Dept. <div style="text-align: right; margin-top: 10px;"> <u>DEWOUDE P. BACAYAN, PhD</u> VPAT / Asst. Executive Officer</div>					
III CLEARANCE FROM MONEY AND PROPERTY ACCOUNTABILITIES					
Name of Unit/Office/Department		Cleared	Not Cleared	Name of Clearing Officer/Official	Signature
1. Administrative Services					
a. Supply and Property Procurement and Management Services		✓		MIGUEL M. BIDON, MM AOV(SUPPLY OFFICER III)	
b. Human Resource Welfare & Assistance		✓		GORDON B. OPINA AOV (HRMO III)	
c. Agency-accredited Union/Cooperative		✓		ADELFA C. DIOLA FADS, PRESIDENT	
2. Library					
a. Legal Office Library					
b. Library Services		✓		GEANROSE L. COLONIA COLLEGE LIBRARIAN II	
3. Finance and Assets Management					
a. Financial Services		✓		AIZA A. MADUM, CPA Accountant II	
b. Transaction, Processing & Billing Services		✓		LYLWIN G. ALCOBER AOV (Budget Officer III)	
c. Payroll & Remittance Services		✓		FRANCISCO F. NARIT Cashier III	
4. Professional and Institutional Development					
a. Scholarship Services					
IV CERTIFICATION OF NO PENDING ADMINISTRATIVE CASE:					
a. Internal Affairs Office/Legal Affairs Office					
<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.					
 JUDE A. DUARTE, DPA Signature over Printed Name of Agency Head					