



## CLEARANCE FORM

(Instructions at the back)

<b>I   PURPOSE</b>				
				1-Apr-19 Date of Filing
TO: <u>AGRICULTURAL TRAINING INSTITUTE</u> 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 <span style="float: right;">Please specify: _____</span> Date of Effectivity: <u>July 1, 2019</u>				
Office of Assignment: <u>ATI-RTC VIII</u>			 <u>LUVILLA G. ALCOBER</u> Name and Signature of Employee	
Position/SG/Step: <u>Administrative Officer I / SG 10-2</u>				
<b>II   CLEARANCE FROM WORK-RELATED ACCOUNTABILITIES</b>				
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.				
 <b>ANNABELLE M. GARCIANO</b> Immediate Supervisor			 <b>HAZEL GRACE T. TAGANAS</b> Head of Office	
<b>III   CLEARANCE FROM MONEY AND PROPERTY ACCOUNTABILITIES</b>				
Name of Unit/Office/Department	Cleared	Not Cleared	Name of Clearing Officer/Official	Signature
<b>1. Administrative Services</b>				
a. Supply and Property Procurement and Management Services	<input checked="" type="checkbox"/>		NILO S. MARQUITO EDGARDO D. MEJOR	
b. Human Resource Welfare & Assistance	<input checked="" type="checkbox"/>		LUVILLA G. ALCOBER	
c. Agency-accredited Union/Cooperative			N.A.	
<b>2. Library</b>				
a. Legal Office Library			N.A.	
b. Library Services	<input checked="" type="checkbox"/>		JONALYN G. SAULAN	
<b>3. Finance and Assets Management</b>				
a. Financial Services	<input checked="" type="checkbox"/>		ANN MARIE C. RAMIREZ	
b. Transaction, Processing & Billing Services	<input checked="" type="checkbox"/>		IVY MARIE T. SACAY	
c. Payroll & Remittance Services	<input checked="" type="checkbox"/>		ANNABELLE M. GARCIANO	
<b>4. Professional and Institutional Development</b>				
a. Scholarship Services	<input checked="" type="checkbox"/>		DALMACIO L. PAJANUSTAN	
<b>IV   CERTIFICATION OF NO PENDING ADMINISTRATIVE CASE:</b>				
a. Internal Affairs Office/Legal Affairs Office	<input checked="" type="checkbox"/>		ANNABELLE M. GARCIANO	
<input type="checkbox"/> with pending administrative case <input type="checkbox"/> with ongoing investigation (no formal charge yet)				
<b>V   CERTIFICATION</b>				
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.				
 <b>HAZEL GRACE T. TAGANAS</b> Signature over Printed Name of Agency Head				