



Republic of the Philippines
Pamantasan ng Cabuyao
(UNIVERSITY OF CABUYAO)

Administration and Finance Division
Human Resource Management Department

Katapatan Mutual Homes, Brgy. Banay-banay, City of Cabuyao, Laguna 4025

EMPLOYMENT SEPARATION CLEARANCE

I. PURPOSE				
			August 3, 2023 Date of Application	
TO: PAMANTASAN NG CABUYAO				
I hereby apply for clearance from money, property and work-related accountabilities for:				
Purpose: <input type="checkbox"/> Transfer <input type="checkbox"/> Resignation <input checked="" type="checkbox"/> Other Mode of Separation:		Please specify: <u>Expiration of Appointment</u>		
<input type="checkbox"/> Retirement <input type="checkbox"/> Leave				
Effectivity/Inclusive Period: _____				
Office of Assignment: <u>College of Health and Allied Sciences</u>			Name and Signature of Employee: <u>JENNY D. SANGULUWA</u>	
Position/SG/Step: <u>Asst. Prof. IV / 18 /</u>				
II. CLEARANCE FROM WORK-RELATED ACCOUNTABILITIES				
I hereby certify that this applicant is cleared of work-related accountabilities from this Unit/Office/Dept.				
Immediate Head: <u>EMERSON A. BUCARON</u>				
III. CLEARANCE FROM MONEY AND PROPERTY ACCOUNTABILITIES				
Name of Unit/Office/Department	Cleared	Not Cleared	Name of Clearing Officer/Official	Signature
a. MANAGEMENT INFORMATION SYSTEM DEPARTMENT	✓		LEGI KIM L. FLORES	
b. LIBRARY SERVICES	✓		Marquitos M. Pedrasa	
c. REGISTRAR'S DEPARTMENT	✓		Mr. Fernando Pambunin	
d. PROPERTY MANAGEMENT & GENERAL SERVICES DEPARTMENT	✓		ALFREDO GLENN H. BEANO	
e. CASHIER	✓		MARIA CRISTINE C. ROMERO	
f. ACCOUNTING OFFICE	✓		YOLANDA C. SAGANIAN	Yolandaw 08-18-23
g. LABORATORY SERVICES AND DISASTER RISK REDUCTION MANAGEMENT DEPARTMENT	✓		MEDINA OLIVERA	
h. RESEARCH AND DEVELOPMENT DEPARTMENT	✓		Mary Grace P. Beano	
i. OFFICE OF THE VICE-PRESIDENT FOR STUDENT DEVELOPMENT AND AUXILIARY SERVICES	✓		DR. GEORGE V. LANDROT	
j. OFFICE OF THE VICE-PRESIDENT FOR PLANNING, RESEARCH AND EXTENSION	✓		Dr. Zandra N. Mendiola	AUG 03 2023
k. OFFICE OF THE VICE-PRESIDENT FOR ACADEMIC AFFAIRS	✓		Dr. Florante A. Magnaye	
l. OFFICE OF THE VICE-PRESIDENT FOR ADMINISTRATION AND FINANCE	✓		DR. CORAZON B. REBONG	
IV. CERTIFICATION OF NO PENDING ADMINISTRATIVE CASE:				
k. HUMAN RESOURCE MANAGEMENT OFFICE	✓		Arson Juff	
<input type="checkbox"/> with pending administrative case <input type="checkbox"/> with ongoing investigation (no formal charge yet)				
V. CERTIFICATION				
DR. CHARLEMAGNE G. LAVIÑA UNIVERSITY PRESIDENT				

INSTRUCTIONS:

1. Employees who are retiring, being separated, transferring to other agencies, leaving the Philippines and going on maternity leave 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 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.