CS Form No. 7 Series of 2017



## DEPARTMENT OF HEALTH-EASTERN VISAYAS CENTER FOR HEALTH DEVELOPMENT CLEARANCE FORM

(Instructions at the back)

PURPOSE					
			December 1, 2022		
parameter of the second second second			Date of Application		
O: DEPARTMENT OF HEALTH-EASTERN					
I hereby apply for clearance from money, Purpose: ☐ Transfer ☐ Resigna			Mode of Separation:		
☐ Retirement ☐ Leave			e specify: END OF TERM		
Effectivity/Inclusive Period:	J	ANUAR	Y 1, 2023	particularia.	
ffice of Assignment: CHO - BAYBAY CITY, L	EYTE	nels	Andre		
Position/SG/Step: NURSE II / SG 16		PRINCE JAPRED P. TORING			
CLEARANCE FROM WORK-RELATED ACCOUNTABILITY			Name and Signature of Employee		
We hereby certify that this applicant is cleared			ountabilities from this Init/Offide/De	ent	
Mar	a or work to	nated acc	our tabilities nom trisoning or not one	spr.	
MRS. SUZETTE B. ARCILLAS, RN			ANTONIO O. IDA, MD, MPH		
Immediate Supervisor  CLEARANCE FROM MONEY AND PROPERTY	ACCOUNT	ADILITIE	Head of Office		
	1	Not			
Name of Unit/Office/Department	Cleared	Cleared	Name of Clearing Officer/Official	Signature	
Administration Sector					
Cumply and Dranath Pressurement and			RENE V. YANSON, CPA, LLB		
Supply and Property Procurement and  a. Management Services	7 777 1 1 2 7		Supervising Administrative Officer Head, Supply Chain & Logistics Mgt. Settion	1164	
incleasion is a second	1 6118111		Treat, supply criain a Logistics mgt. Spaten	VV'	
			MA. FARIDA M. MATEO	1.2/	
b. Human Resource Welfare & Assistance			Adm. Officer V (HRMO III) Head, Human Resource Mgt. Section		
			CARLO G. NARTEA, MD, MPH		
	la mag		DMO V/DOH-RFO 8 Emloyees Asso. President		
c. Agency-accredited Union/Cooperative	9 11 Or DS		(Not applicable for EVRMC & Job		
Library			Order/Contract of Service personnel)		
	T				
a. Legal Office Library	We let its		N/A		
			RONEL Y. CHUCA		
b. Library Services			Librarian I	MW	
Finance and Assets Management	1				
			N/A		
a. Financial Services					
Transaction, Processing & Billing Services b. SUBJECT TO SUSPENSION/DISALLOWANCE THAT			DARBY A. LUMBRES, CPA, MM		
MAYBE FOUND LATER ON POST-AUDIT			Accountant III Head, Accounting Section	X	
			JYNCY B. BANTILES	MITI	
c. Payroll & Remittance Services			Administrative Officer V Head, Cashiering Section	Gannes	
Professional and Institutional Development					
		•	DAISY R. GORGONIA Training Specialist III	1	
a. Scholarship Services  CERTIFICATION OF NO PENDING ADMINISTR			Head, HRDU	0	
CERTIFICATION OF NO PENDING ADMINISTR	ATIVE CAS	E:	Atty. Maccabeo C. Josol		
a. Internal Affairs Office/Legal Affairs Office			Attorney III  ATTY. JOSE JOHANNES S. BAGULAYA  Attorney III	A	
with pending administrative case			I	X	
with ongoing investigation (no for	mal charge y	ret)			
CERTIFICATION					
EXUPERIA B.	117 1/-		MPH, CESe		
	Director	10			
Signature over	r Printed Na	me of Age	ency Head		
		.9	4		

## **INSTRUCTIONS:**

- 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.