



TEACHER'S CLEARANCE
SOCIAL WORK Department
1st Semester, AY 2022-2023

Date: December 15, 2022

Campus Director

Southern Leyte State University Maasin City Campus
Tunga-Tunga, Maasin City, Southern Leyte

Madame:

May I have the honor to request the approval of this Clearance. I have satisfactorily accounted for all the responsibilities listed hereunder.

Very truly yours,

KRZIA G. GARINGALAO

Name & Signature of Instructor/Professor

Requirements	Clearing Official	Signature & Date
A. RECORDS & REPORTS		
1. Advisory Portfolio (Class/Year Level Advisers)	Dept. Head	<i>[Signature]</i> 12/15/2022
2. Grading Sheets for the year/or semester (Inst/Prof)	Dept. Head/Registrar	<i>[Signature]</i> 12/15/2022
3. Course Syllabi for all subjects handled (Inst/Prof)	Dept. Head	<i>[Signature]</i> 12/15/2022
4. Student Portfolio (best 2 experiments, quiz notebook, term paper, drawing plates, etc.; Inst/Prof)	Dept. Head	<i>[Signature]</i> 12/15/2022
5. Returned Outputs (UGS Form 30 duly filled up)	Dept. Head	<i>[Signature]</i> 12/15/2022
6. Special Report/s (Trng/Seminar/etc. attended)	Dept. Head	<i>[Signature]</i> 12/15/2022
7. Monthly Plan & Accomplishment Reports (Inst/Prof; compiled)	Dept. Head	<i>[Signature]</i> 12/15/2022
8. Test questions w/ TOS (all subjects; compiled)	Dept. Head	<i>[Signature]</i> 12/15/2022
9. Seat plan (all classes; compiled)	Dept. Head	<i>[Signature]</i> 12/15/2022
10. Class Record	Dept. Head	<i>[Signature]</i> 12/15/2022
11. Topic Log (all subjects)	Dept. Head	<i>[Signature]</i> 12/15/2022
12. Quiz/Test Log	Dept. Head	<i>[Signature]</i> 12/15/2022
13. Faculty Profile (photocopies of certificates; Form 14)	Dept. Head	<i>[Signature]</i> 12/15/2022
14. Narrative Annual Report (for regular faculty only)	Dept. Head	N/A
15. IGP Report (Inst/Prof)	IGP Director	N/A
16. CS Form 6 (Application for Leave)	HRMO	<i>[Signature]</i> 12/15/2022



Website: www.southernleystateu.edu.ph

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REMARKS:

ENGR. MARIA DULCES GONZALEZ, MAEd

Dean, College of Governance and Development Studies

MARIA ESTELA E. ROA, MAE

Campus Director



Agency Name
CLEARANCE FORM
(Instructions at the back)

I PURPOSE				
TO: (Agency Name) 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 Please specify: _____				December 2, 2022 Date of Filing
Date of Effectivity: <u>DECEMBER 18, 2022</u>				
Office of Assignment: <u>SOUTHERN LEBE STATE UNIVERSITY - NAASIN CITY CAMPUS</u>			Name and Signature of Employee <u>KRIZIA G. GARINGALAD</u>	
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="display: flex; justify-content: space-between;"> <div style="width: 45%; text-align: center;"> <u>[Signature]</u> Immediate Supervisor </div> <div style="width: 45%; text-align: center;"> <u>[Signature]</u> Head of Office </div> </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	/		<u>[Signature]</u>	<u>[Signature]</u>
b. Human Resource Welfare & Assistance	/		GLOREINA MERCADO	<u>[Signature]</u>
c. Agency-accredited Union/Cooperative			NOT APPLICABLE	
2. Library				
a. Legal Office Library			NOT APPLICABLE	
b. Library Services	/		LOVE LEE S. PERANDEZ	<u>[Signature]</u>
3. Finance and Assets Management				
a. Financial Services	/		MICHAEL MALACHY D. DAGAMI, JD ADMINISTRATIVE OFFICER	<u>[Signature]</u>
b. Transaction, Processing & Billing Services	/		ROBIN ARTEL E. SUMAYA CTT CPA	<u>[Signature]</u>
c. Payroll & Remittance Services	/		Junelen G. Inting, MBA	<u>[Signature]</u>
4. Professional and Institutional Development				
a. Scholarship Services	/		GLOREINA MERCADO	<u>[Signature]</u>
IV CERTIFICATION OF NO PENDING ADMINISTRATIVE CASE:				
a. Internal Affairs Office/Legal Affairs Office	/		MICHAEL MALACHY D. DAGAMI, JD ADMINISTRATIVE OFFICER	<u>[Signature]</u>
<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.				
<u>[Signature]</u> PROSENY G. YEPES 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 leave of absence **for more than 30 days** 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.