

CENTRAL PHILIPPINES STATE UNIVERSITY
CLEARANCE FORM
(Instructions at the back)RECEIVED
SEP 20 2024

I PURPOSE		BY: <u>2 September 2024</u> Date of Filing			
TO: CENTRAL PHILIPPINES 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: <u>lateral transfer</u>					
<input type="checkbox"/> Retirement <input type="checkbox"/> Leave Please specify: <u>to another SUC (VSU)</u>					
Date of Effectivity: _____					
Office of Assignment: <u>College of Agriculture & Forestry (CAF)</u>		Name and Signature of Employee: <u>MARI NEILA P. SECO</u>			
Position/SG/Step: <u>SG-14</u>					
II CLEARANCE FROM WORK-RELATED ACCOUNTABILITIES					
We hereby certify that this employee is <input checked="" type="checkbox"/> cleared <input type="checkbox"/> not cleared of work-related accountabilities from this Unit/Office/Dept.					
Immediate Supervisor: <u>HANZEL E. PEDROSA, Ph.D.</u>		Head of Office: <u>FERNANDO D. ABELLO, Ph.D.</u>			
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		<input checked="" type="checkbox"/>	<input type="checkbox"/>	MA. SOCORRO T. LLAMAS	
b. Human Resource Welfare & Assistance		<input checked="" type="checkbox"/>	<input type="checkbox"/>	SHIELA MAY L. ESCORIAL	
c. Agency-accredited Union (FASFED)		<input checked="" type="checkbox"/>	<input type="checkbox"/>	DEMER G. PAGLOMUTAN	
d. Registrar's Office		<input checked="" type="checkbox"/>	<input type="checkbox"/>	RHONELO M. LOBRIQUE	
2. Library					
a. Legal Office Library		<input type="checkbox"/>	<input type="checkbox"/>	N/A	
b. Library Services		<input checked="" type="checkbox"/>	<input type="checkbox"/>	JULIUS R. PETILUNA	
3. Finance and Assets Management					
a. Financial Services		<input checked="" type="checkbox"/>	<input type="checkbox"/>	CHRISTIAN G. TAGUINES	
b. Transaction, Processing & Billing Services		<input checked="" type="checkbox"/>	<input type="checkbox"/>	ERFA B. GETONZO, CPA	
c. Payroll & Remittance Services		<input checked="" type="checkbox"/>	<input type="checkbox"/>	CHRISTINE V. TAGUBILIN	
d. Assessment of Accounts Services (Under Graduate & Graduate School)		<input checked="" type="checkbox"/>	<input type="checkbox"/>	FELY M. BILLONES	
4. Professional and Institutional Development					
a. Scholarship Services		<input checked="" type="checkbox"/>	<input type="checkbox"/>	ROMELYN MAY L. CURRAN	
IV CERTIFICATION OF NO PENDING ADMINISTRATIVE CASE:					
a. Internal Affairs Office		<input checked="" type="checkbox"/>	<input type="checkbox"/>	JOANNIE C. MAGBANUA, CPA	
b. Legal Affairs Office		<input checked="" type="checkbox"/>	<input type="checkbox"/>	ATTY. RACEL D. MALALU-AN	
<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.					
ALADINO C. MORACA, Ph.D. SUC President II					

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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.
3. Specify which type of clearance: maternity leave, retirement, resignation, transfer of agency, transfer of designations/assignments, teacher's leave, annual clearance, etc.
4. 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.
5. 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.
6. 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.
7. Processing of clearance certificate shall follow the order of number indicated.