



CLEARANCE FOR NON-TEACHING (JOB ORDER)

_____ Date

THE VICE PRESIDENT for Administration
Tarlac State University
Tarlac City

Sir/Madam:

In connection with my _____ which will take effect on _____. I have the honor to advise you that I have satisfactorily accounted for all money, property and/or all other responsibilities in the Tarlac State University. I therefore apply for clearance from all of the above responsibilities.

My last day of service was _____.

Very truly yours,

Signature

Address

Printed Name & Designation

Immediate Supervisor/Dean/Director

Director, Library Service

Director, HRDMO

Head, Administrative Services Unit

Director, Accounting Office

Director, Business Affairs &
Auxiliary Services

Approved:

Vice President for Administration & Finance