

**TARLAC STATE UNIVERSITY  
CLEARANCE FORM**

(For Retirement/Separation purposes of Plantilla personnel, incl. Contractual, only)

<b>I   PURPOSE</b>				
				_____ Date of Application
<b>TO: <u>TARLAC STATE UNIVERSITY</u></b>				
I hereby apply for clearance from money, property and work-related accountabilities for:				
Purpose: <input type="checkbox"/> Transfer <input type="checkbox"/> Resignation <input type="checkbox"/> Others:				
<input type="checkbox"/> Retirement      Please specify: _____				
Effectivity/Inclusive Period: _____				
Office / College: _____			_____ Name and Signature of Employee	
Position/SG/Step: _____				
<b>II   CLEARANCE FROM WORK-RELATED ACCOUNTABILITIES</b>				
We hereby certify that this applicant is cleared of work-related accountabilities from this Unit/Office/Dept.				
_____ Immediate Supervisor			_____ Head of Office	
<b>III   CLEARANCE FROM MONEY AND PROPERTY ACCOUNTABILITIES</b>				
Name of Unit/Office	Cleared	Not Cleared	Name of Clearing/Authorized Officer	Signature
<b>1. Administration</b>				
Human Resource Development & a. Management Office				
b. Administrative Services Unit				
<b>2. Library</b>				
a. Library Services				
<b>3. Assets Management</b>				
a. Accounting Unit				
Business Affairs & Auxiliary Services b. Office				
c. Supply & Property Management Unit				
<b>IV   CERTIFICATION OF NO PENDING ADMINISTRATIVE CASE:</b>				
a. Employee Relations Unit				
<input type="checkbox"/> with pending administrative case <input type="checkbox"/> with ongoing investigation (no formal charge yet)				
<b>V   CERTIFICATION</b>				
<b>Recommending Approval:</b>				
_____ Vice President (Acad./Adm./ILEA/RES)				
<b>Approved:</b>				
_____ President				

**INSTRUCTIONS:**

1. Employees who are retiring, being separated, transferring to other agencies, and leaving the Philippines shall prepare this form in triplicate.
2. This clearance should be duly accomplished before paying the last salary or any money due the employee. (Specify which type of clearance: maternity leave, retirement, transfer, etc.)
3. If the employee is cleared from a unit/office/college, the clearing/authorized official may attach to this clearance the pertinent document/s that shall prove that the employee is 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 employee appear to have uncleared accountability/ies from a unit/office/college, the clearing/authorized official shall attach to this clearance the pertinent document/s that shall prove that the employee has 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 employee, or their representative, shall distribute copies of approved clearance as follows: original to the central records office, human resource office file, and employee; duplicate to be attached to the payroll or voucher; and triplicate copy to their college/office.
6. Processing of clearance certificate shall follow the order of number indicated.