



***INSTRUCTIONS:***

1. Employees who are going on more than 1 month leave with pay or for 30 days (or more) without pay, and on teacher's mid-year break (proportional period) 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.