



Republic of the Philippines
Department of Education
REGION X
SCHOOLS DIVISION OF MISAMIS ORIENTAL

(Instructions at the back)

I PURPOSE: MATERNITY LEAVE/VACATION(PERSONAL) LEAVE/SPECIAL LEAVE/TRANSFER (WITHIN THE DIVISION)				
				Date of Application _____
TO: <u>DIVISION OF MISAMIS ORIENTAL</u> 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"/> Other Mode of Separation: <input type="checkbox"/> Retirement <input type="checkbox"/> Leave Please specify: _____ Effectivity/Inclusive Period: _____				
Office of Assignment: _____ District/Address: _____ Position/SG/Step: _____			_____ Name and Signature of Employee	
II CLEARANCE FROM WORK-RELATED ACCOUNTABILITIES				
I hereby certify that this applicant is cleared of work-related accountabilities from this Unit/Office/Dept. _____ School Head/PSDS/DIC/Section Head/Division Chief				
III CLEARANCE FROM MONEY AND PROPERTY ACCOUNTABILITIES				
Name of Unit/Office/Department	Cleared	Not Cleared	Name of Clearing Officer/Official	Signature
1. Administration Sector				
a. Supply and Property Procurement and Management Services: <i>As to supply & property procurement responsibility</i>			ELEONOR P. CRUZ AO IV - Supply Officer	
b. Personnel & Payroll Section: <i>As to human resource welfare & assistance; payroll services</i>			MELANIE C. ESTENZO AO IV - HRM Officer	
c. MODOECCO Office: <i>As to Agency-accredited Union/Cooperative</i>			MILA A. JANUBAS Agriculturist II- MODOECCO Officer	
2. Administrative/Records				
a. Records Section: <i>As to filing of SALN, 201 files/records borrowed</i>			NINJOMAR S. CABLAY AO IV - Records Officer	
b. Office of the Administrative Officer V: <i>As to Administrative Services</i>			JANICE LOURDES S. RESURRECCION AO V - Administrative Division	
3. Finance and Assets Management				
a. Cashiering Section: <i>As to Cash Accountability</i>			MARRISA FAY S. JADAP AO IV - Cashier	
b. Office of the Budget Officer: <i>As to budget accountability & Provident Fund</i>			MARK LORREN T. TEJANO AO V - Budget Officer	
c. Office of the Accountant: <i>As to cash advances & overpayment</i>			ELMAR G. ANOC, CPA Accountant III	
4. Professional and Institutional Development				
a. Human Resource Development <i>As to Training and Development Services</i>			IRISH KARYLLE D. MONTE, PhD Senior Education Program Specialist	
IV CERTIFICATION OF NO PENDING ADMINISTRATIVE CASE:				
a. Internal Affairs Office/Legal Affairs Office:			Atty. CHRISTOPHER F. PASCO, CPA Attorney III	
<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. <p style="text-align: center;"><u>EDILBERTO L. OPLENARIA, EdD, CESO V</u> Schools Division Superintendent</p>				



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 REGION X
 SCHOOLS DIVISION OF MISAMIS ORIENTAL

(Instructions at the back)

I PURPOSE: RETIREMENT/RESIGNATION/TERMINATION OF APPOINTMENT/DROPPING FROM THE ROLLS/TRANSFER(OTHER DIVISION/AGENCIES)				
				Date of Application _____
TO: <u>DIVISION OF MISAMIS ORIENTAL</u> 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"/> Other Mode of Separation: <input type="checkbox"/> Retirement <input type="checkbox"/> Leave Please specify: _____ Effectivity/Inclusive Period: _____				
Office of Assignment: _____ District/Address: _____ Position/SG/Step: _____			_____ Name and Signature of Employee	
II CLEARANCE FROM WORK-RELATED ACCOUNTABILITIES				
I hereby certify that this applicant is cleared of work-related accountabilities from this Unit/Office/Dept. _____ School Head/PSDS/DIC/Section Head/Division Chief				
III CLEARANCE FROM MONEY AND PROPERTY ACCOUNTABILITIES				
Name of Unit/Office/Department	Cleared	Not Cleared	Name of Clearing Officer/Official	Signature
1. Administration Sector				
a. Supply and Property Procurement and Management Services: <i>As to property accountability</i>			JANICE LOURDES S. RESURRECCION AO V - Administrative Division	
b. Personnel & Payroll: <i>As to attendance records and salary overpayment</i>			JANICE LOURDES S. RESURRECCION AO V - Administrative Division	
c. Records Section: <i>As to filing of SALN, 201 files/records borrowed</i>			NINOJOMAR S. CABLAY AO IV - Records Officer	
2. Finance and Assets Management				
a. As to Provident Loan Fund			ELMAR G. ANOC, CPA Accountant III	
b. As to cash accountability			ELMAR G. ANOC, CPA Accountant III	
c. As to cash advances, accounts receivables, and travelling expenses paid in advance			ELMAR G. ANOC, CPA Accountant III	
IV CERTIFICATION OF NO PENDING ADMINISTRATIVE CASE:				
a. Internal Affairs Office/Legal Affairs Office:			Atty. CHRISTOPHER F. PASCO, CPA Attorney III	
<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. <div style="text-align: center;"> <u>EDILBERTO L. OPLENARIA, EdD, CESO V</u> Schools Division Superintendent </div>				

INSTRUCTIONS:

1. Employees who are retiring, being separated, transferring to other agencies, leaving the Philippines and going on maternity leave of absence 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.