

**DIVISION OF TANGUB CITY
CLEARANCE FORM**
(Instructions at the back)

I PURPOSE					
				Date of Filing _____	
TO: <u>(Division of Tangub City)</u> I hereby request 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: _____					
Date of Effectivity: _____					
Office of Assignment: _____			Name and Signature of Employee _____		
Position/SG/Step: _____					
II CLEARANCE FROM WORK-RELATED ACCOUNTABILITIES					
We hereby certify that this employee is cleared <input type="checkbox"/> / not cleared <input type="checkbox"/> of work-related accountabilities from this Unit/Office/Dept.					
_____ Immediate Supervisor			_____ Head of Office		
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				RONIE E. SENARILLOS <i>AO-III/ Supply Officer</i>	
b. Human Resource Welfare & Assistance				DELMA R. DENAPO <i>Administrative Officer IV</i>	
c. Agency-accredited Union/Cooperative				LORNA C. PEÑONAL <i>EPS-I/ TACIDITEC President</i>	
2. Library					
a. Legal Office Library				N/A	
b. Library Services				BINEPIE M. TAPAO <i>Librarian II</i>	
3. Finance and Assets Management					
a. Financial Services				ANNA DAPHNE C. MUGAR <i>Accountant III</i>	
b. Transaction, Processing & Billing Services				MARGISSA T. AMEN <i>Cashier Designate</i>	
c. Payroll & Remittance Services				MARITES C. SUMINGUIT <i>AO-V/ Budget Officer</i>	
4. Professional and Institutional Development					
a. Scholarship Services				N/A	
IV CERTIFICATION OF NO PENDING ADMINISTRATIVE CASE:					
a. Internal Affairs Office/Legal Affairs Office				MARGISSA T. AMEN <i>Administrative Officer V</i>	
<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.					
JEAN G. VELOSO, CESO VI <i>Assistant Schools Division Superintendent</i> <i>OIC- Schools Division Superintendent</i>					