TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY
REGION III

CLEARANCE FORM

CS Form No. 7
Series of 2018

I PURPOSE

Date of Application

TO: **TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY**

I hereby apply for clearance from money, property and work-related accountabilities for:

Purpose: ☐ Transfer ☐ Resignation ☐ Other Mode of Separation:
☐ Retirement ☐ Travel Abroad Please specify: _____

Effectivity/Inclusive Period: _____

Office of Assignment: _____

Position/SG/Step: _____

_____
Name and Signature of Employee

II CLEARANCE FROM WORK-RELATED ACCOUNTABILITIES

We hereby certify that this applicant is ☐ cleared / ☐ not cleared of work-related accountabilities from this Unit/Office/Dept.

PO SVTS / TTI Administrator	Provincial Director / Division Chief	**TONI JUNE A. TAMAYO** Regional Director

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			**MARIA FRANCES C. CASTRO**	
b. Human Resource Welfare & Assistance			**IVAN PHILLIP B. LAGMAN**	
c. Agency-accredited Union/Cooperative			**MARIA FRANCES C. CASTRO**	
2. Library				
a. Legal Office Library			N/A	
b. Library Services			N/A	
3. Finance and Assets Management				
a. Financial Services			**EVELYN M. LUNA**	
b. Transaction, Processing & Billing Services			**ELLA NESS D. DE LARA**	
c. Payroll & Remittance Services			**IVAN PHILLIP B. LAGMAN / JOVITA M. NICDAO**	
4. Professional and Institutional Development				
a. Scholarship Services			N/A	

IV CERTIFICATION OF NO PENDING ADMINISTRATIVE CASE

a. Legal Division ☐ with pending administrative case ☐ with no pending administrative case			**ATTY. MAESHACH F. MARIANO**	

V CERTIFICATION

I hereby certify that this employee is cleared of work-related, money, and property accountabilities from this agency.

SUHARTO T. MANGUDADATU, Ph. D.
Secretary / Director General, TESDA

INSTRUCTIONS:

1. Employees who are retiring, being separated, transferring to other agencies, leaving the Philippines and going on leave of absence **for more than 30 days** 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.