



Republic of the Philippines
MINDANAO STATE UNIVERSITY – MAGUINDANAO

Datu Odin Sinsuat Municipality, Maguindanao Province, Philippines 9601

CLEARANCE FORM

I. Purpose				
To: Mindanao State University I hereby apply for clearance from money, property and work-related accountabilities for:				
Purpose: ☐ Transfer ☐ Resignation ☐ Other Mode of Separation ☐ Retirement ☐ Leave 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 of work-related accountabilities from this Unit/office/department. _____ Immediate Supervisor _____ Head Office				
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				
b. Human resource Welfare and Assistance				
c. Agency-accredited Union/cooperative				
2. Library				
a. Legal office library				
b. Library services				
3. Finance and Assets Management				
a. Financial Services				
b. Transaction, processing and Billing Services				
c. Payroll & Remittance Services				
4. Professional and institutional development				
a. Scholarship services				
IV. CERTIFICATION OF NO PENDING ADMINISTRATIVE CASE:				
a. Internal Affairs Office / Legal affairs Office				
☐ With pending administrative case				
☐ With ongoing investigation (no formal charge yet)				

III. CERTIFICATION

Signature over Printed Name of Agency Head

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 to 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 un cleared accountability/ies from a unit/office/department, the clearing / authorized official shall attach to this clearance the pertinent documents/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 employees; duplicate to be attached to the payroll or voucher; triplicate to human resource unit file; and fourth copy to accounting/m auditing office.
6. Processing of clearance certificate shall follow the order of number indicated