**CSC form no. 7**

*Series of 2017*



**Liceo de Cagayan University**

Cagayan de Oro City

*The Health Sciences Center*

UNIVERSITY CLEARANCE A

*(Instructions at the back)*

**UPM-HRD-OP-01F10**

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|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| I | DETAILS | | | | | | | |
| TO: **Liceo de Cagayan University** Date of Filing I hereby request clearance from money, property and work-related accountabilities for:  Purpose: Transfer Resignation Other Mode of Separation:  Optional Retirement Please specify:  Date of Effectivity: | | | | | | | | |
| Unit: Position/SG/Step: | | |  |  | | | |  |
| Name and signature  Time and Date (Timestamp) of Request | | | | | |
| II | CLEARANCE FROM WORK-RELATED ACCOUNTABILITIES | | | | | | | |
| We hereby certify that this employee is cleared / not cleared of work-related accountabilities from this Unit/Office/Dept.    Name and signature Name and signature  Time and Date (Timestamp) of Immediate Supervisor Time and Date (Timestamp) of Dean/Director/Head of Office | | | | | | | | |
| III | CLEARANCE FROM MONEY AND PROPERTY ACCOUNTABILITIES | | | | | | | |
| Name of Unit/Office/Department | | Cleared | Not  Cleared | | Not Applicable | Name of Clearing Officer/Official | Date and Time  Employee was Cleared (Timestamp) | |
| 1. *Administrative Services and Finance Management* | | | | | | | | |
| a. Supply and Property Management Office (UPM) | |  |  | |  |  |  | |
| b. Property and Supply Office (PGH) (for CM faculty) | |  |  | |  |  |  | |
| c. Information Management System | |  |  | |  |  |  | |
| d. PGH Accounting Office | |  |  | |  |  |  | |
| e. Office of the Vice Chancellor for Research | |  |  | |  |  |  | |
| 2. *Library* | | | | | | | | |
| a. University Library | |  |  | |  |  |  | |
| 3. *Certification of No Pending Administrative Case* | | | | | | | | |
| a. Legal Office | |  |  | |  |  |  | |
| b. Office of Anti-Sexual Harassment | |  |  | |  |  |  | |
| 4. *Agency Accredited Union/Cooperative/etc.* | | | | | | | | |
| a. UP Diliman Housing Office | |  |  | |  |  |  | |
| b. UP Provident Fund | |  |  | |  |  |  | |
| c. UP Credit Cooperative | |  |  | |  |  |  | |
| d. PGH Bayanihan Multipurpose Cooperative | |  |  | |  |  |  | |
| 5. *Faculty Accountability* | | | | | | | | |
| a. Office of the University Registrar | |  |  | |  |  |  | |
| b. Office of the Alumni Relations | |  |  | |  |  |  | |
| c. National Institutes of Health | |  |  | |  |  |  | |
| IV | ACCOUNTABILITIES MANAGEMENT | | | | | | | |
| a. Human Resource Development Office | |  |  | |  |  |  | |
| b. UPM Accounting Office | |  |  | |  |  |  | |
|  | | | | | | | | |
| V | C E R T I F I C A T I O N | | | | | | | |
| 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.  Vice Chancellor for Academic Affairs/Administration and Finance  Date: | | | | | | | | |

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*INSTRUCTIONS:*

1. Employees who are optional retirees, being separated, or transferring to other agencies 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: retirement, transfer, resignation, 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. For box 4 (Agency Accredited Union/Coop.), if the employee is not a member, tick the box under the "Not Applicable" column and have the column/box signed by the Dean/Director of the Unit/Office.
6. For box 5 (Faculty Accountability), if the employee is not a faculty, tick the box under the "Not Applicable".
7. Processing of clearance certificate shall follow the order of number indicated. Upon completion, approved clearance should be forwarded to HRDO. The HRDO shall distribute copies of approved clearance as follows: original to the employee; duplicate to be attached to the unit; triplicate to human resource unit file; and fourth copy to accounting/auditing office.

For HRDO Clearance of separated employees, attach the following together with the clearance. **No complete documents, no processing**:

* 1. Duly signed SALN with date indicated on top of the 1st page same with the date of effectivity of separation
  2. UP Identification card
  3. Exit interview
  4. GSIS Application for Retirement/Separation
  5. Terminal leave form
  6. Time records/COS (for Admin/REPS only)
  7. PES Rating (Last rating period)
  8. Authority to deduct form

Also, Return Service Obligation will be verified.

For further information, employee may access this link: **https://sites.google.com/up.edu.ph/upmhrdo-leavesandbenefits/separation-and- retirement/separation-requirements**

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