

EXIT CLEARANCE FORM

NAME :

DIVISION / DEPARTMENT :

LAST DATE OF SERVICE :

A - HEAD OF DEPARTMENT / DIVISION

NO.	CLEARANCE ITEM	DESCRIPTION	YES	NO
1	DOCUMENTS			
2	FILES			
3	ASSIGNMENTS			
4	OTHERS			

VERIFIED BY:
HOD

NAME :

DATE :

B - ADMINISTRATION / PROPERTY DEPARTMENT

NO.	CLEARANCE ITEM	DESCRIPTION	YES	NO
1	COMPUTER (SET)			
2	NOTBOOK			
3	HANDPHONE			
4	THUMBDRIIVE			
5	ID TAG			
6	MOTOR VEHICLE			
7	OTHER			

VERIFIED BY:
Admin / Property HOD

NAME :

DATE :

C - FINANCE DEPARTMENT

NO.	CLEARANCE ITEM	DESCRIPTION	YES	NO
1	CASH ADVANCE			
2	COMPANY LOAN			
3	CREDIT CARD			
4	OTHERS			

VERIFIED BY:
Finance Department

NAME :

DATE :

D - HUMAN RESOURCE DEPARTMENT

NO.	CLEARANCE ITEM	DESCRIPTION	YES	NO
1	SEC. A+B+C			
2	LEAVE BALANCE			
3	OTHERS			

EMPLOYEE SIGNATURE

DATE :

WITNESS BY: HR DEPARTMENT

NAME :

DATE :

*Note : Completed Form are need to be submitted to HR DEPT before the effective date of RESIGNATION.