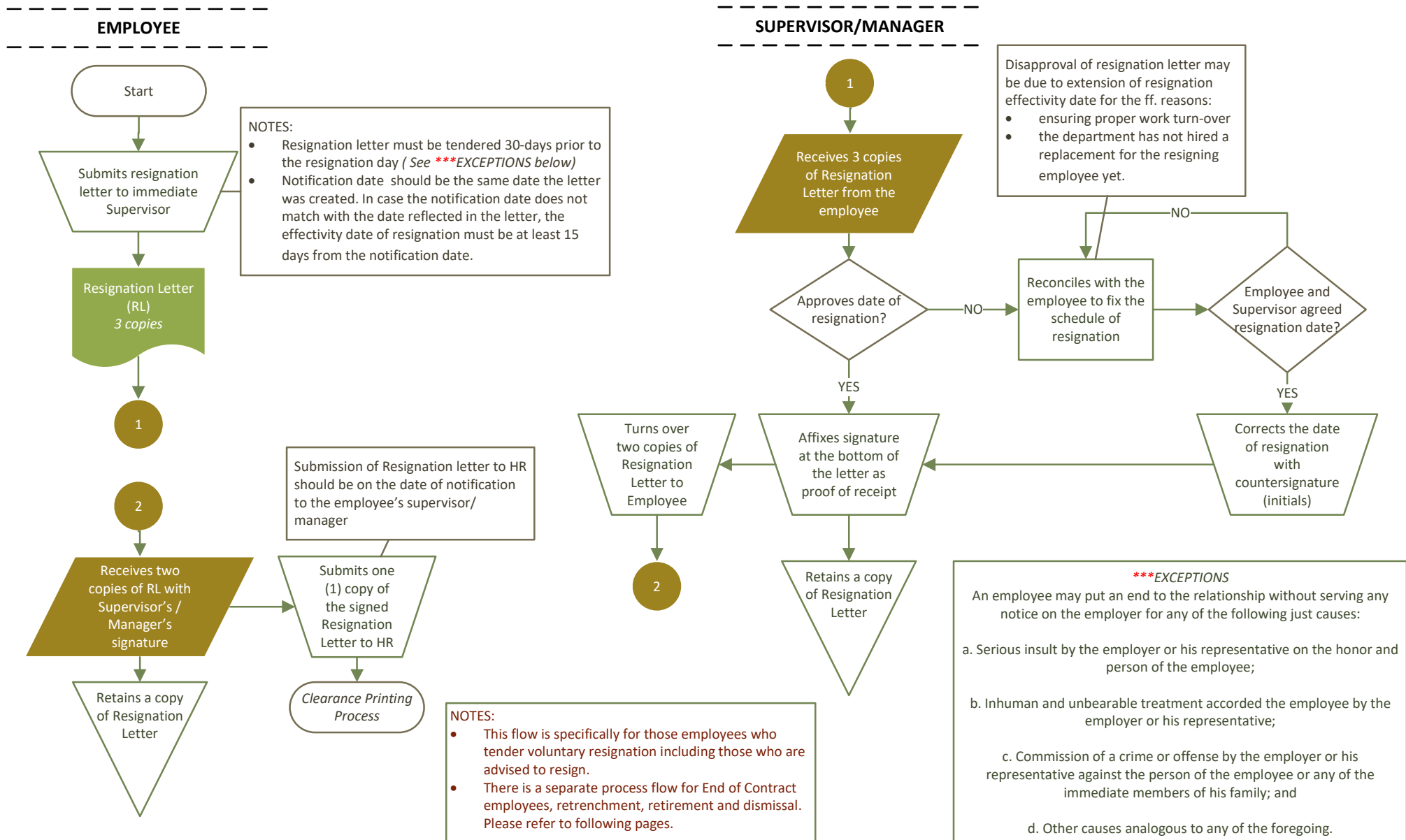
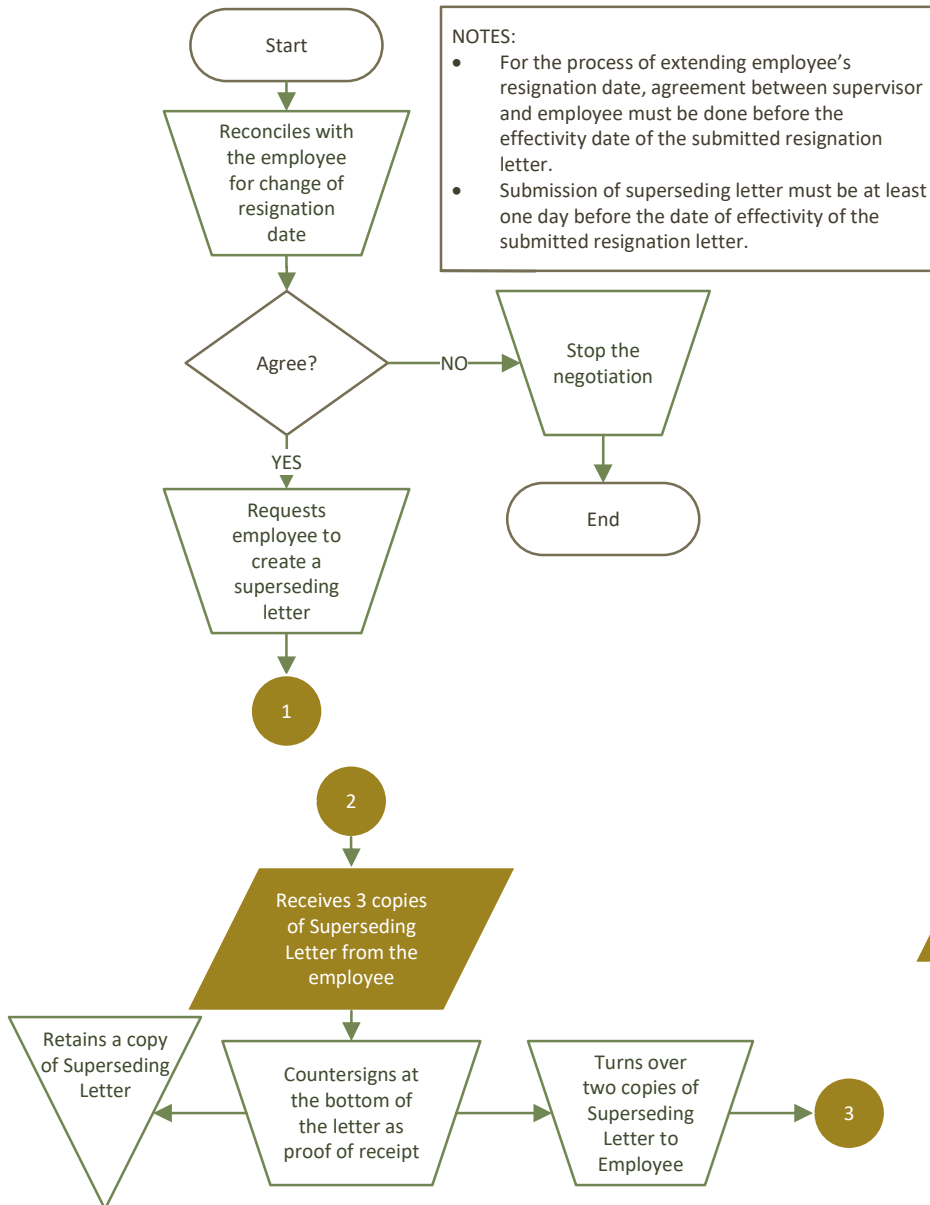


## CLEARANCE PROCESSING (RESIGNATION FROM EMPLOYMENT)

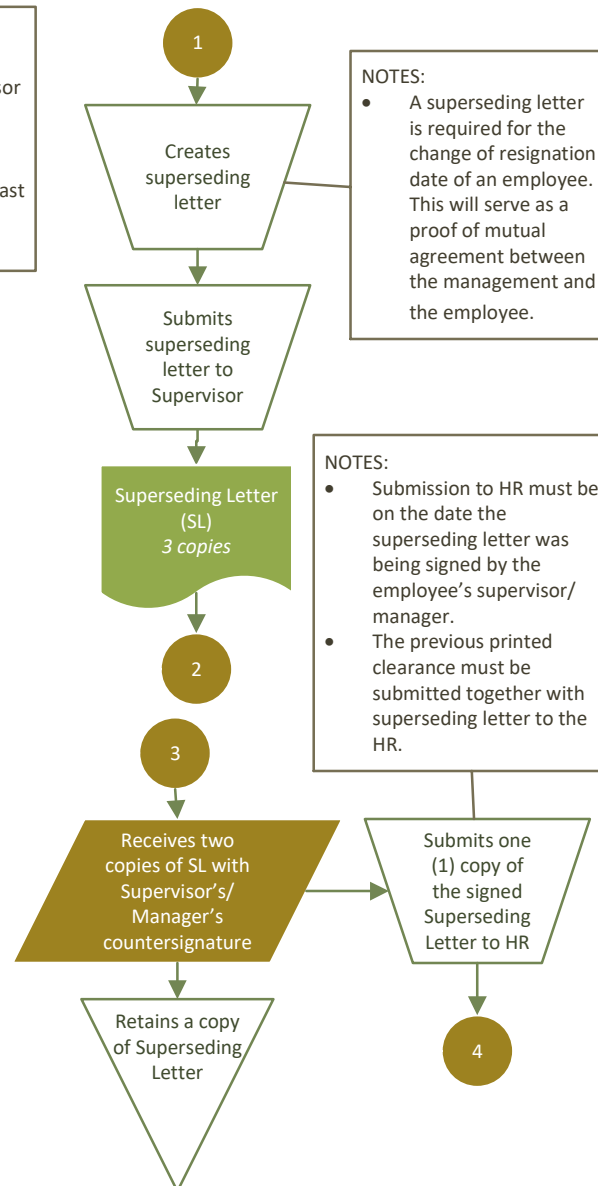


## EXTENSION PROCESS (CHANGE OF RESIGNATION DATE)

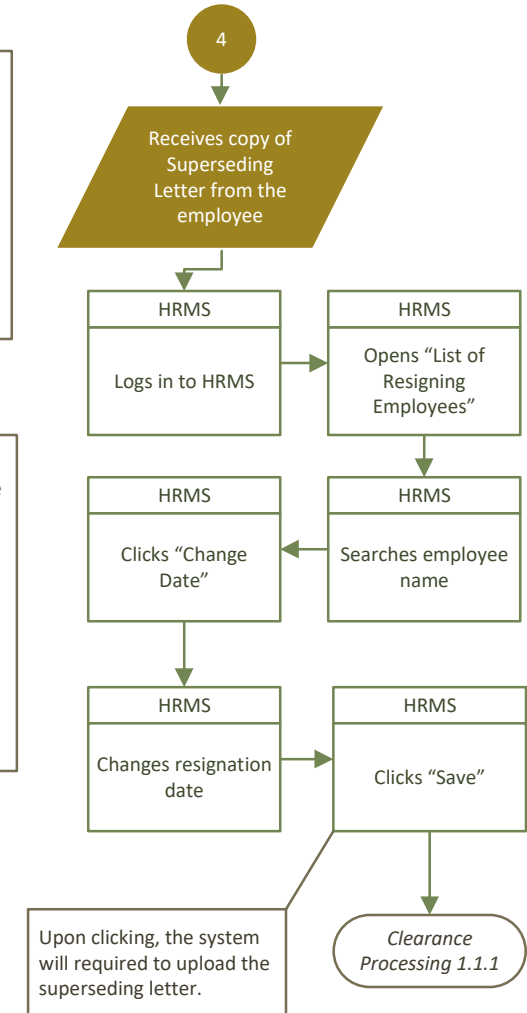
### SUPERVISOR/MANAGER



### EMPLOYEE



### HR DEPARTMENT

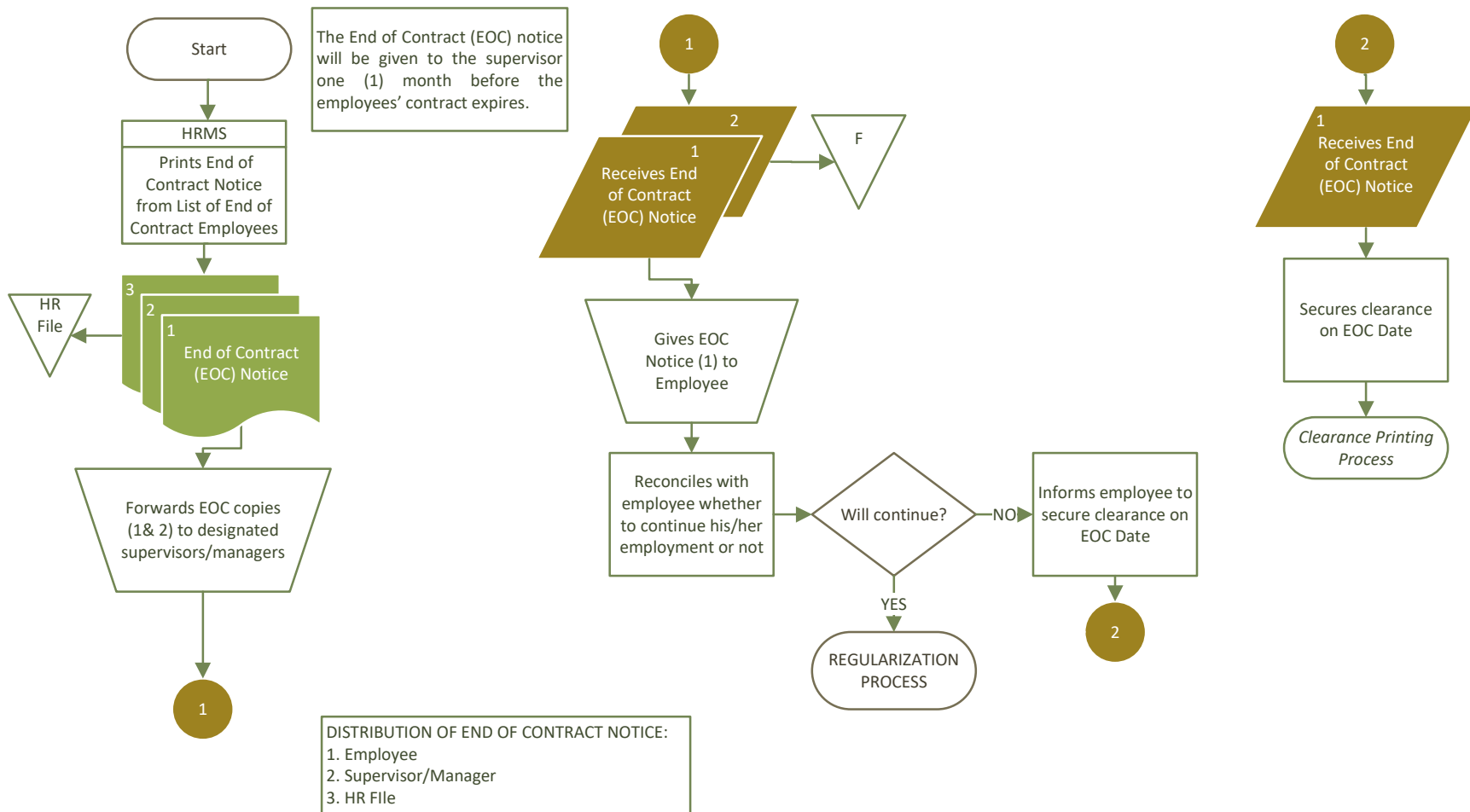


## CLEARANCE PROCESSING (TERMINATION/END OF CONTRACT)

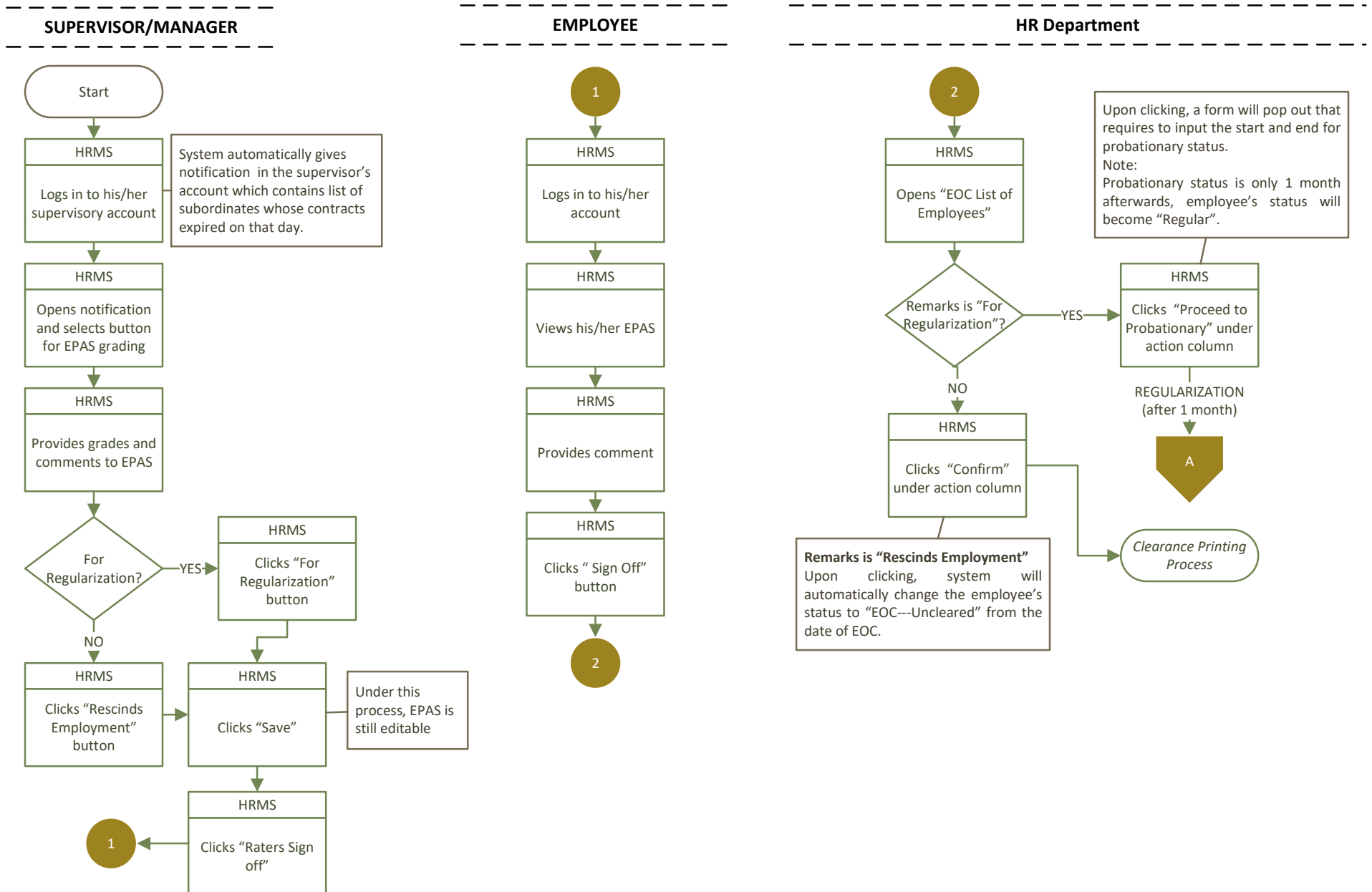
### HR DEPARTMENT

### SUPERVISOR/MANAGER

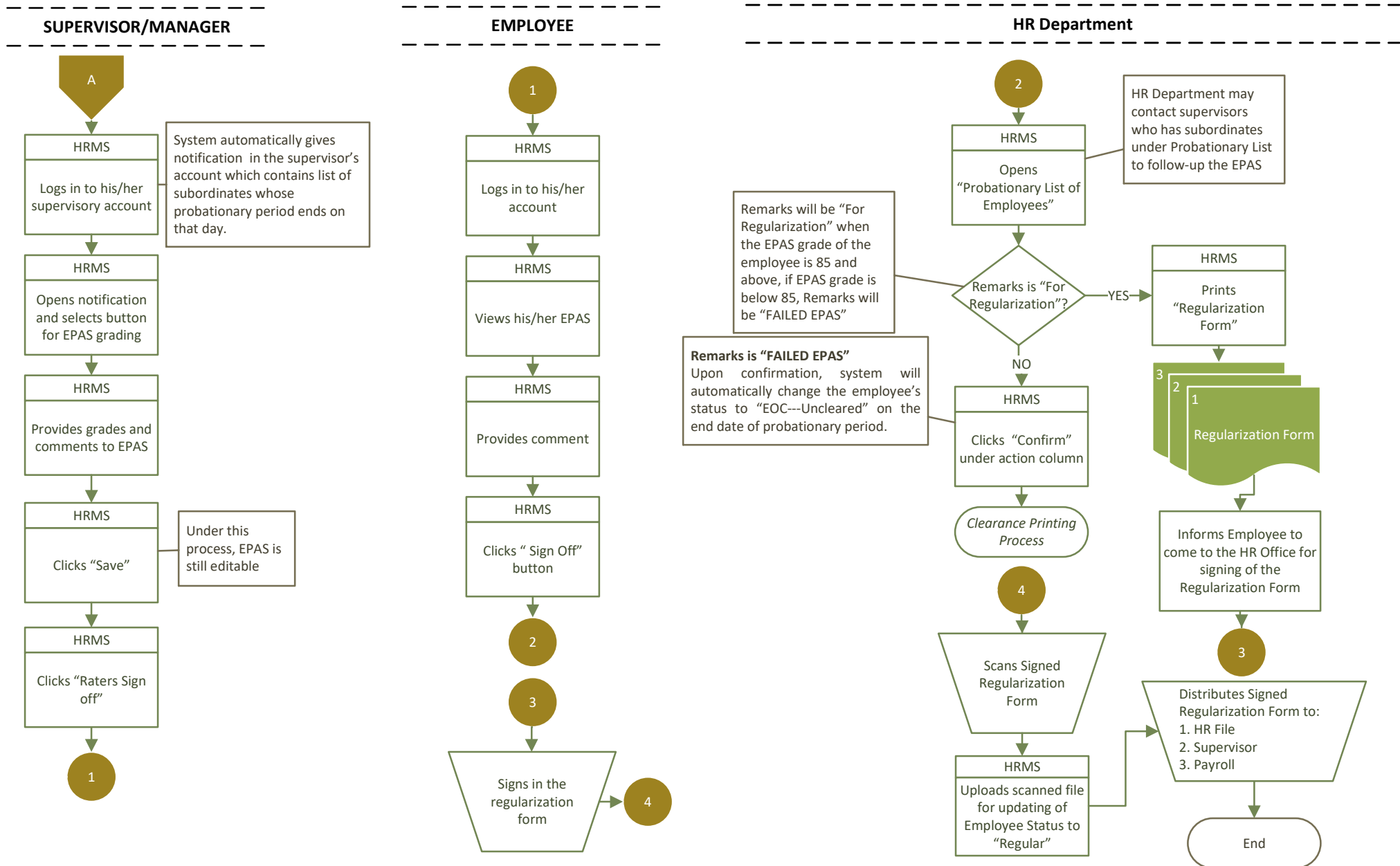
### EMPLOYEE



## REGULARIZATION PROCESS (PROBATIONARY/REGULARIZATION)

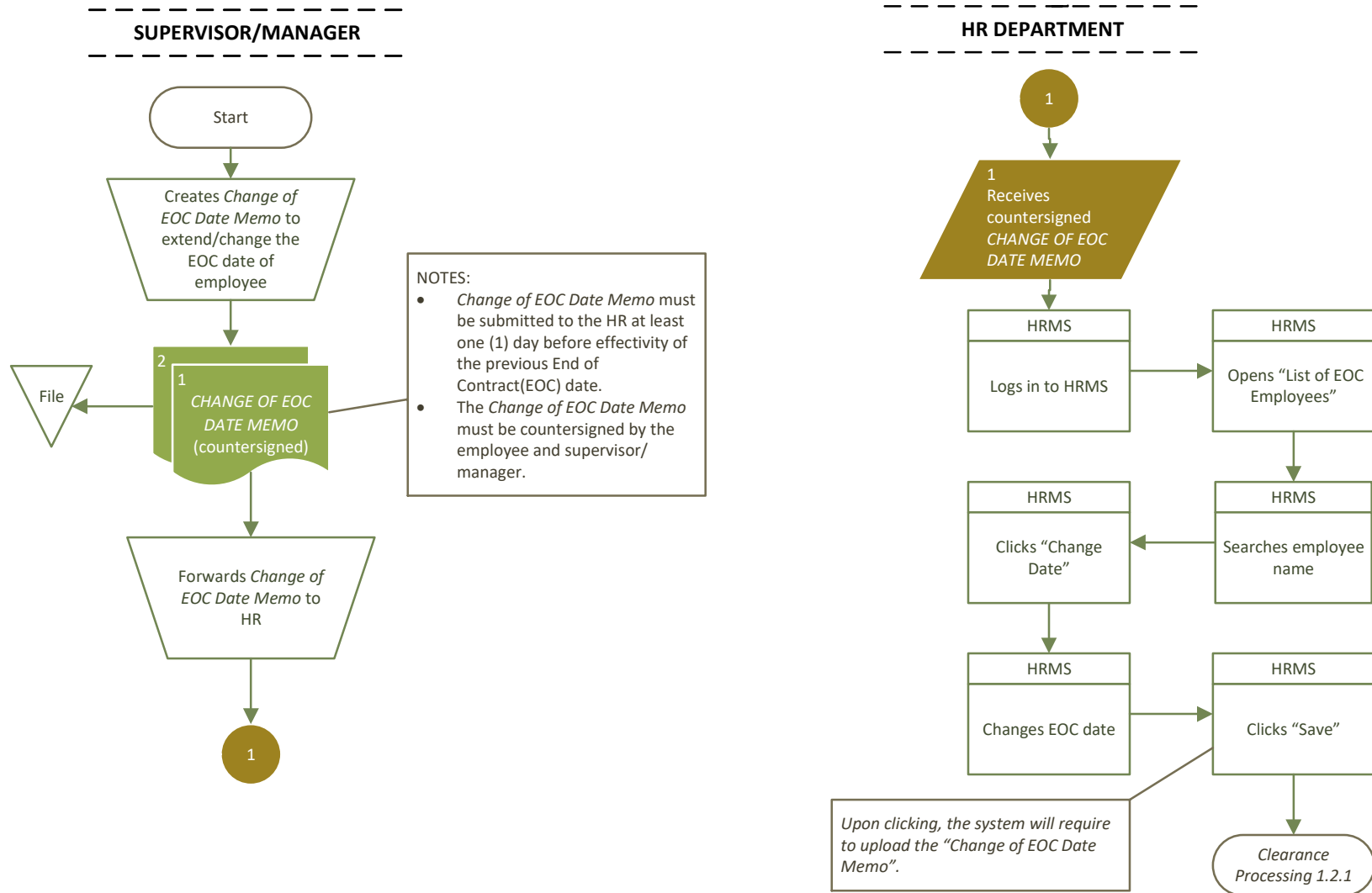


## REGULARIZATION PROCESS (PROBATIONARY/REGULARIZATION)

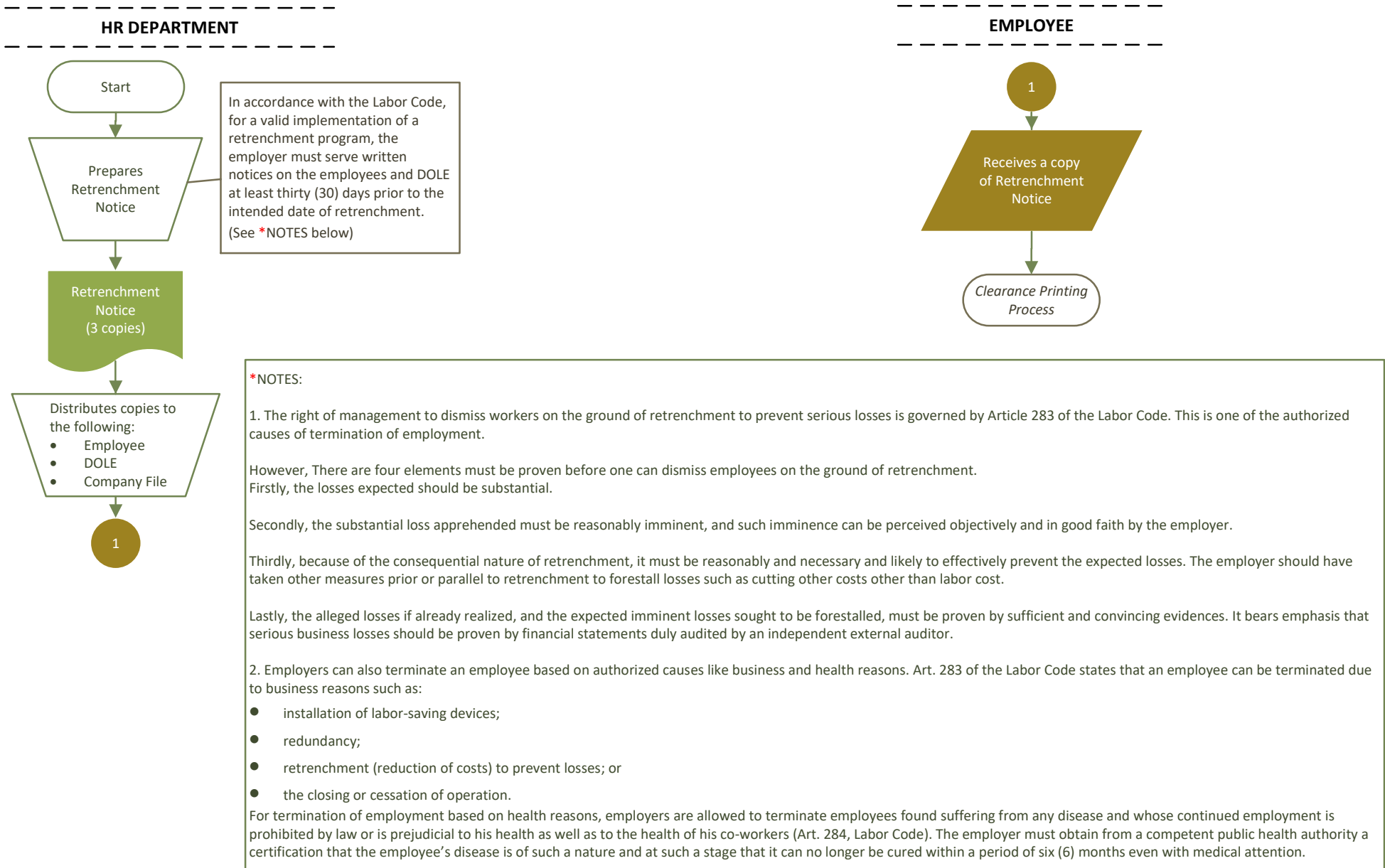


## EXTENSION PROCESS

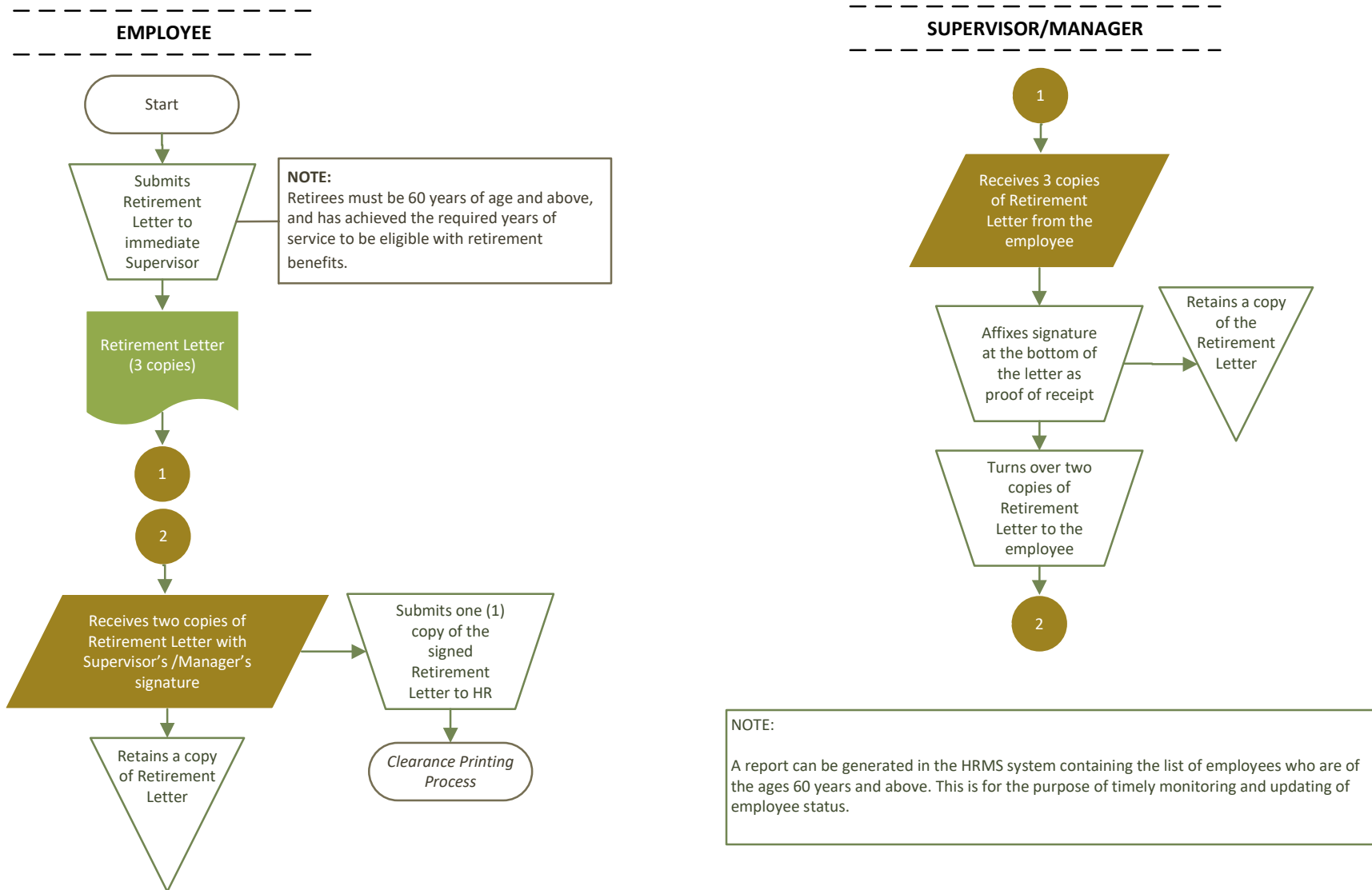
(CHANGE OF END OF CONTRACT DATE)



## CLEARANCE PROCESSING (RETRENCHMENT)



## CLEARANCE PROCESSING (RETIREMENT)





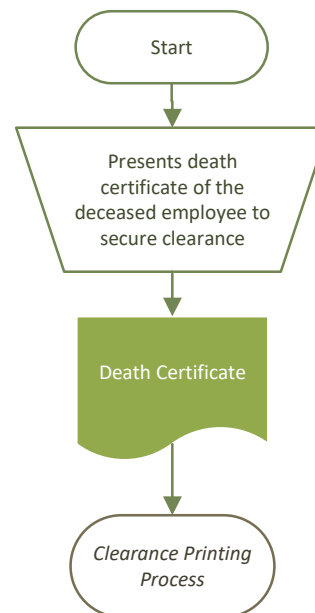
## CLEARANCE PROCESSING (DECEASED EMPLOYEE)

### ALLOWED REPRESENTATIVE

**NOTE:**

Allowed representatives are patterned with the authorized representatives for the claim of mortuary. Allowed representatives can let another person to process the clearance of the deceased employee provided that he/she gives authorization letter. The authorization letter will also be scanned along with the death certificate.

FOR FURTHER MEETING & DISCUSSION

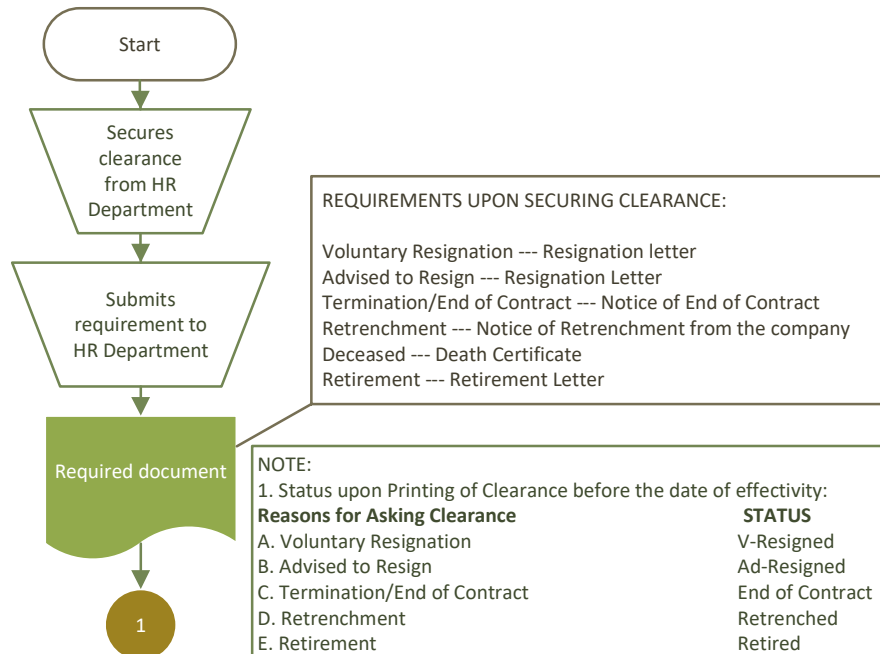


## CLEARANCE PROCESSING

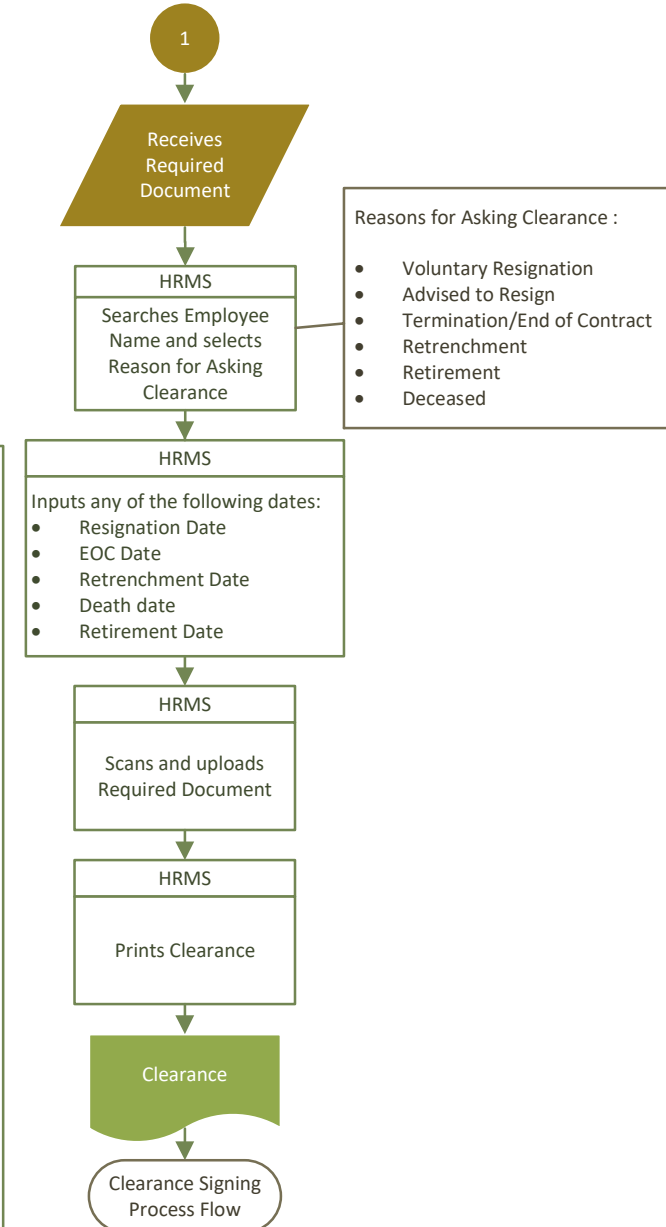
(CLEARANCE PRINTING)

### EMPLOYEE

[Allowed Representative (Deceased)]



### HR DEPARTMENT



## CLEARANCE PROCESSING

(CLEARANCE SIGNING AND SUBMISSION)

