

Republic of the Philippines Department of Education Region V(Bicol)

N OF CATANDUANES

Virac, Catanduanes

Email Add: catanduanes@deped:gov.ph/catanduanesdiv15@gmail.com Website: www.depedrovcatanduanes.com Tel No.: (052)811-40-63



RELEASED

DepEd, Division of Catanduanes

RECORDS SECTION

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MEMORANDUM

TO

Chief Education Supervisors

Education Program Supervisors

Public Schools District Supervisors

Elementary & Secondary School Heads/OIC's

Administrative Officers __

Section Heads

Teaching & Non-Teaching Personnel

FROM

SOCORRO V. DELA ROSA, CESO VI

Schools Division Superintendent

SUBJECT

CLEARANCE FORM (CS Form No. 7, s. 2017)

DATE

February 6, 2018

Attached is the new Clearance Form (CS Form No. 7, s. 2017) per CSC MC No. 24, s. 2017 and CSC Resolution Number 1701009 promulgated June 16, 2017. Other forms and CSC MC No. 24, s. 2017 (Omnibus Rules on Appointments and Other Human Resource Actions) can be downloaded through file:///C:/Users/Admin-PC/Downloads/MC24s2017_CSCRESONO1200427%20(2).pdf and http://web.csc.gov.ph/2014-02-21-08-28-23/pdf-files/category/951-2017-omnibus-rules-onappointments-and-other-hr-actions.html

For information and guidance.



Republic of the Philippines Department of Education Region V(Bicol) ION OF CATANDU



CLEARANCE FORM (Instructions at the back)

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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 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.