

Agency Name
CLEARANCE FORM

(Instructions at the back)

I	PURPOSE	Date of Application _____
<p>TO: <u>(Agency Name) DepED-BATANES</u></p> <p>I hereby apply for clearance from money, property and work-related accountabilities for:</p> <p>Purpose: <input type="checkbox"/> Transfer <input type="checkbox"/> Resignation <input type="checkbox"/> Other Mode of Separation: <input type="checkbox"/> Retirement <input checked="" type="checkbox"/> Leave Please specify: _____</p> <p>Effectivity/Inclusive Period: _____</p>		
Office of Assignment: <u>INABS</u> Position/SG/Step: <u>TEACHER II / 12 / 1</u>		Name and Signature of Employee <u>JUDITH J. CALVA</u>

II	CLEARANCE FROM WORK-RELATED ACCOUNTABILITIES
We hereby certify that this applicant is cleared of work-related accountabilities from this Unit/Office/Dept.	
<u>EDUARDO E. OMA</u> Immediate Supervisor	<u>ALFREDO B. GUMARU JR. EdD, CESO V</u> Head of Office

III	CLEARANCE			
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	✓		JOEL F. CAMAYA	
b. Human Resource Welfare & Assistance	✓		ESPERANZA B. EREFUL	
c. Agency-accredited Union/Cooperative	✓		VIRGINIA A. VINALAY	
2. Library				
a. Legal Office Library				
b. Library Services	✓		GREG E. PADUA III	
3. Finance and Assets Management				
a. Financial Services			NATHALIE-JOYCE C. BALLE	
b. Transaction, Processing & Billing Services			NATHALIE-JOYCE C. BALLE	
c. Payroll & Remittance Services	✓		SHEILA H. YDEL	
4. Professional and Institutional Development				
a. Scholarship Services	✓		AYRINE C. GERONIMO	

IV	CERTIFICATION OF NO PENDING ADMINISTRATIVE CASE:			
a. Internal Affairs Office/Legal Affairs Office	✓		DANTE J. MARCELO	
<input type="checkbox"/> with pending administrative case <input type="checkbox"/> with ongoing investigation (no formal charge yet)				

V	CERTIFICATION
<p><u>ALFREDO B. GUMARU JR. EdD, CESO V</u> Schools Division Superintendent Signature over Printed Name of Agency Head</p>	