



University of the Philippines Manila
8th floor, Central Block, PGH Building, Taft Avenue, Manila
The Health Sciences Center
UNIVERSITY CLEARANCE A
(Instructions at page 2)

I PURPOSE					
					Date of Filing _____
TO: University of the Philippines Manila					
I hereby request clearance from money, property and work-related accountabilities for:					
Purpose: <input type="checkbox"/> Transfer		<input type="checkbox"/> Resignation		<input type="checkbox"/> Other Mode of Separation:	
<input type="checkbox"/> Optional Retirement		Please specify: _____			
Date of Effectivity: _____					
Unit/College: _____			Name and Signature of Employee		
Position/SG/Step: _____					
II CLEARANCE FROM WORK-RELATED ACCOUNTABILITIES					
We hereby certify that this employee is cleared <input type="checkbox"/> / not cleared <input type="checkbox"/> of work-related accountabilities from this Unit/Office/Dept.					
_____			_____		
Immediate Supervisor			Dean/Director/Head of Unit/College		
III CLEARANCE FROM MONEY AND PROPERTY ACCOUNTABILITIES					
Name of Unit/Office/Department	Cleared	Not Cleared	Not Applicable	Name and Signature of Clearing Officer/Official	Date signed
1. Administrative Services					
a. Supply and Property Management Office (UPM)					
b. Property and Supply Division (PGH) (for CM faculty)					
c. Information Management Services					
d. PGH Accounting Division					
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					
e. UP Manila Development Foundation, Inc.					

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 CERTIFICATION					
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.					
<hr/> VCAA/VCAF/VCRE					
Date:					

INSTRUCTIONS:

- Employees who are optional retirees, being separated, transferring to other agencies, etc. shall prepare this form in quadruplicate.
- This clearance should be duly accomplished before paying the last salary or any money due the employees. (Specify which type of clearance: resignation, optional retirement, transfer, etc.)
- 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.

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.
- For box 5 (Faculty Accountability), if the employee is not a faculty, tick the box under the "Not Applicable" column.
- 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 forwarded to the unit/college; triplicate to the HRDO; and fourth copy to the Accounting office.

FOR HRDO CLEARANCE OF EMPLOYEES, attach the following together with the clearance.

No complete documents, no processing.

- Duly signed SALN with date indicated on top of the 1st page (same with date of effectivity of separation)
- UP Identification card
- Exit interview
- GSIS Application for Retirement/Separation
- Terminal Leave form (for Admin./REPS/Faculty Admin.)
- Time records/Certificate of Service (for Admin./REPS/Faculty Admin.)
- IPCR/PES Rating (Last rating period)
- Authority to Deduct form
- GSIS Members' Request Form

Also, Return Service Obligation will be verified. For further information, employee/s may access this link: <https://bit.ly/3YAZ316>