

Department of Education
Sultan Kudarat Division
CLEARANCE FORM
(Instructions at the back)

I PURPOSE				
				Date of Application _____
TO: DEPARTMENT OF EDUCATION - DIVISION OF SULTAN KUDARAT				
I hereby apply for 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"/> Retirement <input type="checkbox"/> Leave Please specify: _____				
Effectivity/Inclusive Period: _____				
Office of Assignment: _____			Name and Signature of Employee _____	
Position/SG/Step: _____				
II CLEARANCE FROM WORK-RELATED ACCOUNTABILITIES				
We hereby certify that this applicant is cleared of work-related accountabilities from this Unit/Office/Dept.				
_____ Immediate Supervisor			LEONARDO M. BALALA, CESE Schools Division Superintendent	
III CLEARANCE FROM MONEY AND PROPERTY ACCOUNTABILITIES				
Name of Unit/Office/Department	Cleared	Not Cleared	Name of Clearing Officer/Official	Signature
1. Administration Sector				
Supply and Property Procurement and a. Management Services				
b. Human Resource Welfare & Assistance				
c. Agency-accredited Union/Cooperative				
2. Library				
a. Legal Office Library				
b. Library Services				
3. Finance and Assets Management				
a. Financial Services				
b. Transaction, Processing & Billing Services				
c. Payroll & Remittance Services				
4. Professional and Institutional Development				
a. Scholarship Services				
IV CERTIFICATION OF NO PENDING ADMINISTRATIVE CASE:				
a. Internal Affairs Office/Legal Affairs Office				
<input type="checkbox"/> with pending administrative case <input type="checkbox"/> with ongoing investigation (no formal charge yet)				
CERTIFICATION				
LEONARDO M. BALALA, CESE Schools Division Superintendent				