CS Form No. 7 Series of 2017

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DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES CLEARANCE FORM

(Instructions at the back)

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PURPOSE		7.0%			
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		Date of Application	DAIS NO.		
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I hereby apply for clearance from mon			191		
Purpose: ☐ Transfer ☐ Resi	ignation				
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Effectivity/Inclusive Period:	ary 01, 2022				
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Office of Assignment DENR-CENRO ROXAS, ORIENT	TAL MINDORO	my mg			
		RODELL. SANCHEZ			
Position/SG/Step: FOREST RANGER/04/08	PER BENEFIC	Name and Signature of Employee			
CLEARANCE FROM WORK-RELATED AC	COUNTABILITIES	/			
I hereby certify that this applicant is cleared	ed of work-related ac	countabilities from this Unit/Office/De	pt.		
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	REYNALDO D. PU	DIQUET			
	Immediate Supe	rvisor			
III CLEARANCE FROM MONEY AND PROPERTY ACCOUNTABILITIES					
Name of Unit/Office/Department	Cleared Not Cleared	Name of Clearing Officer/Official	Signature		
1. Administration Sector					
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b Records Unit	V	VENICE ANGELA D. VIROS AO // Records Officer	7		
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c. Personnel Unit	V	ARABELLE JOY V. TAMAYOSA FT I/In-Charge, Administrative Unit	10 may		
V CERTIFICATION OF NO PENDING ADMIN	ISTRATIVE CASE:				
	V	ARABELLE JOY V. TAMAYOSA	1.4		
a Internal Affairs Office/Legal Affairs Office		FT I/In-Charge, Administrative Unit	Munay		
with pending administrative ca	ise				
with ongoing investigation (no	formal charge yet)				
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Carlindon 15					
ENGR. CAESAR E. QUEBEC					
CENR OFFICER					

DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES CLEARANCE FORM

(Instructions at the back)

PURPOSE					
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			RUCTIONS		
Date of Application					
TO: DENR-PENRO ORIENTAL MINDOR	0		mind manufact and industrial		
I hereby apply for clearance from mor	ney, property	and worl	c-related accountabilities for:		
			Mode of Separation:		
✓ Retirement ⊔ Lea	ive	Pleas	e specity:	<u>n </u>	
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Office of Assignment DENR-CENRO ROXAS, ORIEN	TAL MINDORO		DONE L CANQUET		
Position/SC/Ston: FOREST DANCED IOA IOO			Name and Signature of Employee		
Position/SG/Step: FOREST RANGER/04/08 Name and Signature of Employee					
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I hereby certify that this applicant is clear	ed of work-re	elated ac	countabilities from this Unit/Office/De	ot.	
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II CLEARANCE FROM MONEY AND PROPI	ERTY ACCO	UNTABIL	ITIES	13.0	
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Administration Sector					
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b Records Unit			AO I/ Records Officer		
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with pending administrative c	ase				
with ongoing investigation (no	o formal charge	e yet)			
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ENGR. CAESAR E. QUEBEC					
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INSTRUCTIONS:

- 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.
- 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.
- 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.