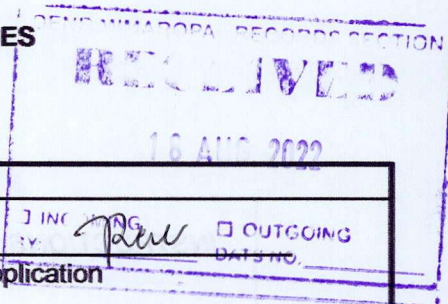


DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES

CLEARANCE FORM

(Instructions at the back)



I PURPOSE

TO: **DENR-PENRO ORIENTAL MINDORO**

Date of Application

I hereby apply for clearance from money, property and work-related accountabilities for:

Purpose: ☐ Transfer ☐ Resignation ☐ Other Mode of Separation:
☒ Retirement ☐ Leave Please specify: _____

Effectivity/Inclusive Period: January 01, 2022

Office of Assignment **DENR-CENRO ROXAS, ORIENTAL MINDORO**

Position/SG/Step: **FOREST RANGER/04/08**

RODEL L. SANCHEZ
Name and Signature of Employee

II CLEARANCE FROM WORK-RELATED ACCOUNTABILITIES

I hereby certify that this applicant is cleared of work-related accountabilities from this Unit/Office/Dept.

REYNALDO D. PUDIQUET

Immediate Supervisor

III CLEARANCE FROM MONEY AND PROPERTY ACCOUNTABILITIES

Name of Unit/Office/Department	Cleared	Not Cleared	Name of Clearing Officer/Official	Signature
1. Administration Sector				
a General Services Unit	✓		DALE MELCHOR A. ALAGAO Admin Aide VI/In-Charge, GSS	
b Records Unit	✓		VENICE ANGELA D. VIROS AO II Records Officer	
c. Personnel Unit	✓		ARABELLE JOY V. TAMAYOSA FT I/In-Charge, Administrative Unit	

IV CERTIFICATION OF NO PENDING ADMINISTRATIVE CASE:

a Internal Affairs Office/Legal Affairs Office	✓		ARABELLE JOY V. TAMAYOSA FT I/In-Charge, Administrative Unit	
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- ☐ with pending administrative case
☐ with ongoing investigation (no formal charge yet)

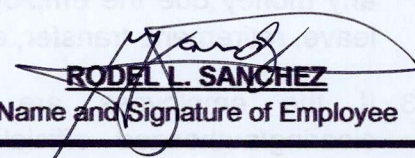
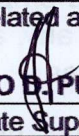
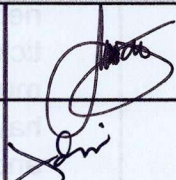
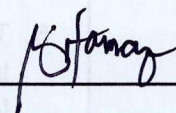
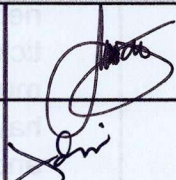
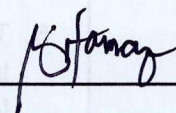
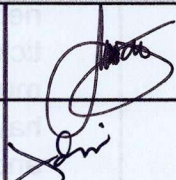
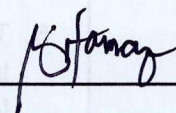
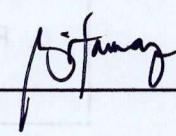
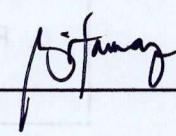
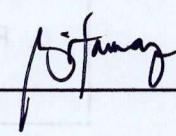

V CERTIFICATION

ENGR. CAESAR E. QUEBEC
CENR OFFICER

DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES

CLEARANCE FORM

(Instructions at the back)

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TO: DENR-PENRO ORIENTAL MINDORO				Date of Application _____																								
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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.