

All academic and administrative officers authorized to sign on this form shall do so only after ascertaining that the applicant (teacher/administrative staff) is free of property, financial and/or other obligation/s as of the end of the academic year in the case of an annual clearance/requirement or the effectivity date of retirement, resignation or leave of absence. Thank you!

	Administrative Staff:
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<input type="checkbox"/>	Annual Requirement	<input type="checkbox"/>	Semestral Requirement
<input type="checkbox"/>	Leave of Absence - From: _____		To: _____
<input type="checkbox"/>	Study Leave - From: _____		To: _____
<input type="checkbox"/>	With Pay: <i>Pls. Attach a Copy of Approved Letter</i>		
<input type="checkbox"/>	W/out Pay		
	School: _____		
	Address: _____		
	Others, please specify : _____		

DEPARTMENT/UNIT HEAD	REMARKS	DATE	NAME OF AUTHORIZED OFFICER	SIGNATURE OF AUTHORIZED OFFICER
Department Chair/Section Head				
Dean/Director/Principal				
Registrar - <i>(ISMIS Support Staff or Registrar)</i>				
Library				
Security				
Health Services - <i>(Physical Exam Results, etc.)</i>				
Accounting Office:				
Textbook & Mimeographing				
Assessment - <i>(Unpaid School Fees, etc.)</i>				
Asset Inventory - <i>(Inty. Report for Deans; Chairs; Lab-in-Charge; Property Custodians & Admin. Employees)</i>				
A/R Others - <i>(Unliquidated Advances, etc.)</i>				
A/R - <i>(Residence Certificate, PTR, etc.)</i>				
Payroll - <i>(Other Accountabilities. Requires all signatures of Accounting Office)</i>				
Information Resource Management (IRM)				
Tecnical & Networking Seviles/Help Desk (TNS/HDS)				
Administrative Computing Services (ACS)				
HRMO - <i>(Reports & Other Requirements)</i>				
Internal Audit - <i>(Requires All of the Above Signatures)</i>				

Community Tax No.:	_____	Professional/Occupational Tax No.	_____
Date Issued:	_____	Date Issued:	_____
Place of Issue:	_____	Place of Issue:	_____
Amount Paid:	_____	Amount Paid:	_____

(To be accomplished by **All**)

Date :

(Distribution: Employee (original), HRMO and VPF (photocopies))