

**University of the Philippines  
Los Baños**

**CLEARANCE SHEET**

Name: \_\_\_\_\_

Position and Salary: \_\_\_\_\_

Department/Unit: \_\_\_\_\_

Classification: ☐ Faculty  
☐ REPS  
☐ Administrative

**INSTRUCTIONS**

1. This form should be sent to the different offices concerned immediately upon signing by the Chairman or Head of Department or Office.
2. This clearance should be duly accomplished before the last salary or any money due to the employee be paid.
3. Subject employee who is retiring, resigning, being separated from the service, transferring to another agency, leaving the country, going on maternity leave and/or going on leave of absence for at least one (1) month must prepare this form in quadruplicate. Blank forms are available at the Human Resources Development Office (HRDO) and can be downloaded at [www.ovca.uplb.edu.ph](http://www.ovca.uplb.edu.ph)
4. After completion of clearance, all copies should be returned to HRDO where they shall be released as follows: Original to the employee; carbon copy each to Records Management Office (RMO), Payroll-Accounting Office, and HRDO.

The above-named employee is cleared of money, property and other responsibilities from UP Los Baños as indicated below:

**Purpose:** ☐ Resignation ☐ Separation ☐ Transfer  
☐ Maternity Leave ☐ Leave of absence (leaving the country) ☐ Death  
☐ Retirement ☐ Leave of absence for at least one month ☐ Non-renewal

**Reason, if resigned:** \_\_\_\_\_ **Effective Date:** \_\_\_\_\_

<b>CLEARED from the Originating Unit:</b>  <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">             _____              Head/Director/Chairperson           </div> <div style="width: 45%;">             _____              College Secretary(if applicable)           </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%;">             _____              Dean/Vice Chancellor/Chancellor           </div> </div>	<b>CLEARED from contractual obligations:</b>  <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">             _____              Chief Administrative Officer , RMO           </div> <div style="width: 45%;">             _____              Director, OIL           </div> </div>
<b>CLEARED from University Health Service (UHS) obligations:</b>  <div style="text-align: center; margin-top: 20px;">             _____              Director, UHS           </div>	<b>CLEARED from Library accountabilities:</b>  <div style="text-align: center; margin-top: 20px;">             _____              University Librarian           </div>
<b>CLEARED from University Housing Office (UHO) obligations:</b>  <div style="text-align: center; margin-top: 20px;">             _____              Chief, UHO           </div>	<b>No unpaid utilities and unreturned properties from PPMO:</b>  <div style="text-align: center; margin-top: 20px;">             _____              Vice Chancellor for Planning and Development           </div>
<b>No pending administrative case:</b>  <div style="text-align: center; margin-top: 20px;">             _____              Chief, Legal Office           </div>	<b>*CLEARED from financial accountabilities:</b>  <div style="text-align: center; margin-top: 20px;">             _____              Chief Accountant           </div>
<b>CERTIFIED that the applicant has _____ accumulated leave credits:</b>  <div style="text-align: center; margin-top: 20px;">             NELSON JOSE VINCENT B. QUERIJERO              Director, HRDO           </div>	<b>*CLEARED from cash accountabilities:</b>  <div style="text-align: center; margin-top: 20px;">             _____              Chief Administrative Officer, Cashier's Office           </div>
<b>No pending request for relief from accountability; No ICO disallowance:</b>  <div style="text-align: center; margin-top: 20px;">             _____              Chief Administrative Officer, ICO           </div>	<b>** Recommending Approval (Faculty / REPS / Administrative staff):</b>  <div style="text-align: center; margin-top: 20px;">             _____              Vice Chancellor for Acad. Affairs / Research and Extension / Administration           </div>
<b>CLEARED from property accountabilities:</b>  <div style="text-align: center; margin-top: 20px;">             _____              Chief Administrative Officer, SPMO           </div>	<b>APPROVED:</b>  <div style="text-align: center; margin-top: 20px;">             _____              Chancellor           </div>

\*To be signed after all boxes without asterisk and prior to recommending approval. The boxes without asterisks except the first box which will be accomplished first are not sequential. \*\* Recommending approval for Faculty (OVCAA and OVCRE ), REPS (OVCRE) and administrative personnel (OVCA ) prior to approval of the Chancellor