



Republika ng Pilipinas
KAGAWARAN NG KATARUNGAN
Department of Justice
Manila

DEPARTMENT CIRCULAR NO. 033

TO : Undersecretaries, Assistant Secretaries,
Prosecutor General, Chief State Counsel
Regional/Provincial/City Prosecutors of the National
Prosecution Service
All Concerned

SUBJECT : DEPARTMENT OF JUSTICE REVISED CLEARANCE FORM

DATE : NOV 17 2021

In the interest of the service and pursuant to Resolution No 1800692, s. 2018, of the Civil Service Commission (CSC), or the revised 2017 Omnibus Rules on Appointments and Other Human Resource Actions (ORA OHRA), which prescribes the form to be used for clearance from money, property and work-related accountabilities, please find attached a copy of the duly approved revised Clearance Form of the Department.

Accordingly, the revised Clearance Form shall be used by all officials and employees applying for retirement, resignation, separation from the service, transfer, and leave of absences for more than thirty (30) days or such other personnel transactions as may be prescribed by the CSC.

This Circular takes effect immediately and shall remain in force unless otherwise amended.


MENARDO I. GUEVARRA
Secretary

Department of Justice
CN: O20211133



Copy furnished:

All concerned.



**Department of Justice
CLEARANCE FORM**

I. PURPOSE

TO: _____ Date of Application _____
(Agency Name)

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: _____

Office of Assignment: _____
 Position/SG/Step: _____
 Name and Signature of Employee _____

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 Head of Office

III. CLEARANCE FROM MONEY AND PROPERTY ACCOUNTABILITIES

Name of Unit/Office/Department	Cleared	Not Cleared	Name of Clearing Officer/Official	Signature
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1. Administrative Service

a. Personnel Division (SALN, ID)				
b. Leave Section (Available Leave Balance)				
c. Payroll Section (Underpayment/Overpayment)				
d. Training Section (Scholarship Service Obligation)				
e. Property Management Section (Property Accountability)				

2. Legal Staff - Library

a. Book Accountability				
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3. Financial Service

a. Budget Division (Outstanding/Unliquidated Cash Advances)				
b. Accounting Division (Billing Transactions/Government Financial Accountabilities)				
c. Agency-accredited Union/Cooperative/Association (Provident Fund/DOJEA/OSJEMPC/PLP/JUSLA)				

4. Witness Protection Program and/or Inter-Agency Council Against Trafficking (if applicable)

a. Program Director				
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IV. CERTIFICATION OF NO PENDING ADMINISTRATIVE CASE:

a. Internal Affairs Unit (Prosecution)
 Technical Staff (Non-Prosecution)

with pending administrative case
 with ongoing investigation (no formal charge yet)

V. CERTIFICATION

 Director, Financial Service Date _____

 Director, Administrative Service Date _____