



**Department of Justice
CLEARANCE FORM**

I. PURPOSE				
TO: _____ <i>(Agency Name)</i>		_____ Date of Application		
I hereby apply for clearance from money, property and work-related accountabilities for:				
Purpose: <input type="checkbox"/> Transfer <input type="checkbox"/> Resignation <input type="checkbox"/> Other Mode of Separation:				
<input type="checkbox"/> Retirement <input type="checkbox"/> 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
1. Administrative Service				
Personnel Division a. <i>(SALN, ID)</i>				
Leave Section b. <i>(Available Leave Balance)</i>				
Payroll Section c. <i>(Underpayment/Overpayment)</i>				
Training Section d. <i>(Scholarship Service Obligation)</i>				
Property Management Section e. <i>(Property Accountability)</i>				
2. Legal Staff - Library				
a. Book Accountability				
3. Financial Service				
Budget Division a. <i>(Outstanding/Unliquidated Cash Advances)</i>				
Accounting Division b. <i>(Billing Transactions/Government Financial Accountabilities)</i>				
Agency-accredited Union/Cooperative/Association c. <i>(Provident Fund/DOJEA/OSJEMPC/PLP/JUSLA)</i>				
4. Witness Protection Program and/or Inter-Agency Council Against Trafficking (if applicable)				
a. Program Director				
IV. CERTIFICATION OF NO PENDING ADMINISTRATIVE CASE:				
a. Internal Affairs Unit (Prosecution) Technical Staff (Non-Prosecution)				
<input type="checkbox"/> with pending administrative case				
<input type="checkbox"/> with ongoing investigation (no formal charge yet)				
V. CERTIFICATION				
_____ Director, Financial Service		_____ Date		_____ Director, Administrative Service
				_____ Date