PURPOSE : ________________________________________________________________

To Whom It May Concern:

This is to CERTIFY that __________________________, of this office, stationed at __________________________, is CLEARED of all accountabilities and responsibilities as far as their respective Regions, Services, Divisions or Sections are concerned.

Done this ______ day of ____________________ 2017.

________________________________________________________

VERONICA B. MACABATE
OIC, Personnel Division

ELNORA A. VELASCO
Chief, General Services Division

ESTELA R. BASAÑES
Chief, Accounting Division

ATTY. ROMEO P. BENITEZ
OIC, Legal and Legislative Liaison Service

Recommending Approval

________________________________________________________

APPROVED FOR THE SECRETARY

________________________________________________________

NOTE:
1. In case an official or employee who has been cleared is subsequently discovered to still have either cash or property accountabilities, the approved clearance DOES NOT RELIEVE him/her of the said accountability [GAO Circular No. 62 dated 23 December 1957]

2. Field personnel shall attach their regional clearance.