The undersigned has tendered for separation from the Company with effect from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_day \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_month \_\_\_\_\_\_\_\_\_\_\_\_ Year. Therefore, in order to process for my separation benefits, I would like to request for **Clearance** from the following official designees in favor of me.

|  |  |
| --- | --- |
| **Name:** | **Position:** |
| **EID No.:** | **Place of Work:** |
| **CID No.:** |

|  |  |  |
| --- | --- | --- |
| *The signature below testify that the respective units have no objection whatsoever in relation to the applicant.* | | |
|  | **Returned/Remarks** | **Signature, Name and Designation** |
| ***Asset Management Section*** | All furniture, keys, computers with complete accessories, phones, stapler, punch machine, scissor, tray, calculator, heater and any other office properties. |  |
| ***Asset Declaration Administrator*** | Office vacation has been completed in the Asset Declaration System |  |
| ***Finance and Investment Division*** | Advances, Recoveries, etc. |  |
| ***Human Resource & Administration*** | Notice period recovery/bond and/or obligations, etc. |  |
| ***Administration & Procurement Section*** | Anything related to administration and procurement |  |
| ***Internal Audit*** | Pending audit issues |  |

|  |
| --- |
| **Manager or Immediate Supervisor, please confirm:**   * Return of Company’s property (i.e.: Furniture, Computers, Technical equipment, etc.). * Proper and adequate handing over of duties and responsibilities/Completion of all assigned duties and responsibilities. * Proper handing over of all documents and files (both hard and soft).   I certify and confirm that the applicant has completed the above activities to the satisfaction of the office. In testimony, I provide my sign and seal as under:  **Name: Signature, Seal & Date** |