



HUMAN RESOURCE MANAGEMENT OFFICE

TEACHER'S CLEARANCE
 (Campus)

_____ Date

The Campus Director

SUBJECT: Clearance for

- | | |
|------------------------|-------------------------------|
| _____ Proportional Pay | _____ Vacation/Sick Leave |
| _____ Retirement | _____ Travel Abroad |
| _____ Resignation | _____ Others (please specify) |

SIR/MADAM:

I have the honor to advise you that I have satisfactorily accounted for all money and property for which I was responsible in this Campus and that all reports required of me were submitted on the dates shown below.

Very truly yours,

_____ (Printed Name & Signature)

<u>TITLE</u>	<u>Clearing Officials</u>	<u>Date</u>	<u>Signature of Clearing Official</u>
1. Textbooks/Course of Study/Outline	Supply Officer		
2. Tools, Equipment	Supply Officer		
3. Certificate that the Clearance is secured and key is returned	Supply Officer		
4. Athletic Supplies/Uniform	Supply Officer		
5. Syllabus/Instructor's Guide	Area Supervisor		
6. Lesson Plan, Class Records	Area Supervisor		
7. Performance Self-Rating	Area Supervisor		
8. Periodic Grade Sheets	Area Supervisor		
9. Authorized Funds Campaigns (including graduation)	Chairman of the Graduating Comm.		
10. Library Books	College Librarian		
11. Cafeteria	Head of Cafeteria		
12. Accounts, Liquidations, etc.	Cashier		
13. CS Form 48/Bundy Clock Cards	Adm. Officer		
14. Statement of Assets & Liabilities	Adm. Officer		
15. Fluoroscopy/X-Ray Results	Medical Officer/PHN		
16. Identification Cards	Civi Civil Security Unit		

Recommending Approval:

_____ Director/Dean

APPROVED:

_____ Campus Director