



**HUMAN RESOURCE MANAGEMENT OFFICE**  
**CLEARANCE**  
 (for Non-Teaching Personnel)

\_\_\_\_\_ Date

The University President  
 Cebu Technological University  
 Cebu City  
 (Thru Channels)

**SUBJECT: Clearance for**     **Proportional Pay**     **Vacation/Sick Leave**  
     **Retirement**             **Travel Abroad**  
     **Resignation**                 **Others (Please specify)**

S I R :

May I have the honor to inform you that I have satisfactorily accounted for all money, property and all reports for which I was responsible in the Cebu Technological University- \_\_\_\_\_ as shown on the dates below:

1. C. S. Form 48/Logbox Log Sheet
2. Tools, Equipment
3. Library
4. Cafeteria
5. Fluoroscopy/X-Ray Results
6. Others (Specify)

\_\_\_\_\_

	Date	Signature of Clearing Official

**ABSENCES DURING THE LAST THREE MONTHS**

Inclusive Dates	Cause

Until \_\_\_\_\_ my mailing address will be \_\_\_\_\_  
 (Place date or "further notice")

Remarks: \_\_\_\_\_

Very truly yours,

\_\_\_\_\_  
 Signature over Printed Name

\_\_\_\_\_  
 Designation

**Cleared as to money/property and other responsibilities:**

\_\_\_\_\_  
 Supply Officer

\_\_\_\_\_  
 Accountant/Bookkeeper

\_\_\_\_\_  
 Cashier

\_\_\_\_\_  
 Financial Mgt. Officer

\_\_\_\_\_  
 Human Resource Mgt. Officer

\_\_\_\_\_  
 Administrative Officer

**1st Indorsement**

\_\_\_\_\_  
 \_\_\_\_\_

Respectfully forwarded to the University President, of Cebu Technological University. The last day of services of Mr./Mrs./Miss \_\_\_\_\_, \_\_\_\_\_ in this campus, which was on \_\_\_\_\_.

The foregoing statements are correct and complete, thus, clearance is hereby granted.

\_\_\_\_\_  
 Campus Director