



HUMAN RESOURCE MANAGEMENT OFFICE

TEACHER'S CLEARANCE
 (University)

_____ 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 :

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:

(Enter Signature or write "Not Applicable" in the space provided below)

- | | |
|-------------------------------|-------------------------------------|
| 1. C.S. Form 48 _____ | 6. Are documents turned over? _____ |
| 2. C.S. Form 6 _____ | 7. Leave Abroad? _____ |
| 3. Income Tax Clearance _____ | What Country? _____ |
| 4. Canteen _____ | 8. Transfer? _____ |
| 5. Special Reports _____ | Where? _____ |

ABSENCES DURING THE LAST THREE MONTHS

Inclusive Dates	Cause
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Until _____ my mailing address will be _____
 (Place date or "further notice")

REMARKS: _____

Very truly yours,

 (Printed Name & Signature)

 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 service of Mr./Mrs./Miss _____, _____ in this campus, which was on _____.

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

 Campus Director