



Department of Education

Region V

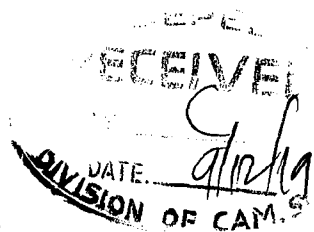
DIVISION OF CAMARINES SUR

Freedom Sports Complex, San Jose, Pili, Camarines Sur



Office of the Schools Division Superintendent

MEMORANDUM 334 series 2019



TO : Assistant Schools Division Superintendent
Chiefs of CID and SGOD
Education Program Supervisors
Public Schools Division Supervisors
Heads of Public Elementary and Secondary Schools
SDO Unit Heads
Teaching and Non-Teaching Personnel

FROM : SUSAN S. COLLANO *msc*
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

SUBJECT : Processing and Issuance of CS Form No. 7 (Clearance Form)

DATE : 30 August 2019

1. As per **2017 Omnibus Rules on Appointments and Other Human Resource Actions, Revised 2018**, the employees who are retiring, being separated, transferring to other agencies, leaving the Philippines and going on leave of absence **for more than 30 days** shall prepare the attached clearance form in quadruplicate;
2. The said form shall be issued by the **Personnel Unit** through **Ms. Maria Divina H. Calleja**, Administrative Officer IV/Human Resource Management Officer or her **authorized representative** and should be duly accomplished before payment of last salary or any money due the employees and specify which type of clearance: maternity leave, retirement, transfer, etc.;
3. If the employees are cleared from a unit/office/department, the clearing/authorized official may attach the pertinent document/s that shall prove that the employees are cleared of any obligation or accountability from their office, if any, and tick the box under the "Cleared" column before affixing their signatures;
4. If the employees appear to have uncleared accountability/ies from a unit/office/department, the clearing/authorized official shall attach the pertinent document/s that shall prove that the employees have remaining obligation or accountability from their office further indicating the necessary action/s that the employee must satisfy in order to be cleared, and tick the box under the "Uncleared" column. The clearing/authorized official must only sign the form corresponding to their name once the employee have complied the necessary requirements and cleared of all the obligation/s and accountability/ies from their office. They must also tick the box under the "Cleared" column.

5. After the Clearance Certificate have been signed and approved, the HRMO shall distribute copies as follows:
 - a) Original to the employee;
 - b) Duplicate to be attached to the payroll or voucher;
 - c) Triplicate to human resource unit file; and
 - d) Fourth copy to accounting/auditing office
6. The processing of clearance certificate shall follow the order of number indicated.
7. Immediate dissemination of and compliance with this Memorandum is desired.