

## CLEARANCE FORM

(Instructions at the back/next page)

<b>I PURPOSE</b>	
<b>TO: <u>Manila International Airport Authority</u></b> I hereby apply for clearance from money, property and work-related accountabilities for:	Date of Application
Purpose: <input type="checkbox"/> Retirement <input type="checkbox"/> Foreign Travel <input type="checkbox"/> Movement from one agency to another <input type="checkbox"/> Resignation <input type="checkbox"/> Leave <input type="checkbox"/> Other Mode of Separation    Please specify: _____	
Effectivity/Inclusive Period: _____	
Office of Assignment: _____	
Position/SG/JG/Step: _____	
Name and Signature of Employee	

<b>II WORK-RELATED ACCOUNTABILITIES</b>	
1. <i>Office/Department/ Division</i>	
We hereby certify that this applicant is cleared of work-related accountabilities from this Office/Department/Division.	
Employee's Division	Employee's Department

<b>III MONEY AND PROPERTY ACCOUNTABILITIES</b>					
Name of Office/Department/Division	Cleared	Not Cleared	Remarks	Name of Clearing Officer/Official	Signature
1. <i>Finance Department</i>					
a. Accounting Division					
b. Cashiering Division					
2. <i>Intelligence and Access Management Department</i>					
a. IID / PC Department					
b. ID & Pass Control Division					
3. <i>Agency Accredited Union/Cooperative, etc.</i>					
a. SMPP					
b. MEMPC					
c. MPFAI					
d. APAP					
4. <i>Administrative Department</i>					
a. Property Management Division					

<b>IV NETWORK AND SYSTEMS ACCESS</b>					
a. Management Information Systems Division					

<b>V EMPLOYMENT RECORDS</b>					
1. <i>Administrative Department</i>					
a. Human Resource Development Division					
b. Personnel Division					

<b>VI CERTIFICATION OF NO PENDING ADMINISTRATIVE CASE</b>					
a. Legal Office					
<input type="checkbox"/> with pending administrative case <input type="checkbox"/> with ongoing investigation (no formal charge yet)					

<b>VII CERTIFICATION</b>	
Final payment of whatever claim the above named officer/employee has, is hereby requested, subject to government accounting and auditing rules and regulations.	
Recommending Approval:	Approved:
_____	_____

**INSTRUCTIONS:**

1. Officials and employees shall secure clearance from money, property and work related accountabilities using this form in the following instances: **(1) Leave of absence of thirty (30) calendar days or more** regardless of nature (e.g. vacation, sick, maternity, study); **(2) Separation from the service** (resignation or retirement); **(3) Official foreign travels with a duration of thirty (30) calendar days or more** which include attendance to study tours and scholarship grants; **(4) Non-official foreign travels regardless of number of days** and date of travel; and **(5) Movement from one department/agency to another**, in case of promotion, reappointment, transfer, reassignment, detail or secondment.

**The official or employee concerned must ensure the clearance is fully accomplished (in quadruplicate) as may be applicable based on the purpose it was filed.**

However, based on these instructions, he/she may already indicate in the specific portion/s of the clearance which are **not applicable with N/A**.

2. If the officials or employees are cleared from a Service/Office/Division, the clearing/authorized signatory may attach to this clearance the pertinent document/s that shall prove that the official or 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.  
In case of remaining obligation and accountability by the employee, the clearing/authorized signatory shall indicate in the space provided the remaining obligation or accountability and the necessary action/s that the employee must satisfy in order to be cleared and tick the box under the "Uncleared" column. Pertinent document/s that shall prove that the employees have remaining obligation or accountability from their office may also be attached to the clearance.
3. The clearing/authorized officials must only sign this clearance corresponding to their name once the employees 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.
4. The Personnel Division shall provide the approved clearance as follows: (1) to the employee; (2) as attachment to the payroll or voucher, (3) as a file for the Statistics & Info. Section/Personnel Division; and (4) to the accounting/auditing office..
5. Processing of clearance certificate shall be in the order as follows wherein the unit concerned must submit the clearance to the next unit concerned after

**A. Service/Office/Division**

- > Employee has no pending work assignments
- > All official documents are properly turned over
- > No official document is in possession

**B. Agency Accredited Union/Cooperative**

**For Separation only:**

**Samahan ng Manggagawang Paliparan ng Pilipinas (SMPP)**

- > No outstanding union dues, assessments and other fees.

**MIAA Provident Fund Association Inc. (MPFAI)**

- > No outstanding loan/s.

**MIAA Employees Multipurpose Cooperative (MEMPC)**

- > No outstanding dues, loan/s and other fees.

**C. Property Management Division (PMD)**

- > Property Accountabilities

**(i) For Travel or Leave of Absence Thirty (30) Days or More only**

Certification that an employee of equal or higher position shall temporarily assume responsibility on the property issued to the employee for the duration of the leave.

**(ii) For Separation only**

All property accountabilities are physically returned and received by the PMD or transferred to the Department/Office Administrative Officer or an employee of equal or higher position.

**E. Accounting Division & Cashiering Division**

- > No outstanding money accountabilities such as:
  - (i) Unliquidated cash advance
  - (ii) Depreciated Replacement Cost of lost property
  - (iii) Overpayment of salary and other allowances/benefits
  - (iv) Disallowances and suspensions on disbursements arising from the post audit by the resident Auditor
  - (v) Tax and other mandatory premium deficiencies
  - (vi) Other miscellaneous receivables

**F. Management Information System Division**

**For Separation only:**

- > Network and Systems Access including official Email address(es) are deactivated or deleted no later than three (3) working days from the effectivity of separation from service

**G. Human Resource Development Division**

**For Separation only:**

- > No pending service obligation as to scholarship
- > Fulfilled the requirements of the scholarship contract, if any
- > Complete submission of required reports pertaining to previous official travel, study and training.

**For Official Travel only:**

- > Complete submission of required reports pertaining to previous official travel

**H. Personnel Division**

**For Separation only:**

- > Compliance of separation documents as indicated in the Separation Checklist.
- > No outstanding loan balance with the GSIS and Landbank
- > No pending service obligation due to study leave

**For Official Travel:**

- > Not yet due for retirement within one (1) year from date of official travel

**I. Legal Office**

- > No pending administrative case

**J. Agency Head or Duly Designated Official with Approving Authority**

**This Clearance Form shall not be valid without the approval of the Head of Agency or his/her duly designated official with approving authority.**