UP Form 480
(Revised January, 2014)

U.P. MINDANAO CLEARANCE SHEET

Name: Position and Salary: Dept of Office:	Faculty Employee	

INSTRUCTION

(1) This form should be sent to the different offices concerned immediately upon signing by the Chairman or Head of Department or Office

(2) This Clearance should be duly accomplished before the last salary or any money due to the employee can be paid.

(3) Subject employee who is retiring, resigning, being separated from the maternity leave and going on leave of absence for at least one (1) month must prepare this form in quintoplicate. Blank forms are available in the HRD Office.

(4) After completion of clearance, return all copies to the HRDO where the same shall be released as follows: Original to the employee and carbon copy each to Records Management Office, payroll-Accounting Office, Internal Control Office (ICO), and Human Resource Development Office (HRDO)

The above name of employee is cleared of money, property and other responsibilities from U.P. in Mindanao as indicated below:

Purpose: ( ) Resignation ( ) Separation ( ) Transfer
( ) Maternity Leave ( ) Leave of absence (leaving the country)
( ) Retirement ( ) Leave of absence of at least one month

Effective Date:

Reason if resigned:

1/ CLEARED from this Office/Department: Chairman/Head	8/ CLEARED from cash: Chief, Accounting Office
2/ CLEARED from the University Health Service obligation: Director	09/ CLEARED from cash account: Chief, Cashier Office
3/ CLEARED from Library obligations: University Librarian	10/ CLEARED from Personnel matters: Total leave credits _____days as of _____ Chief, HRDO
4/ CLEARED from Physical Plant: Chief, PPO	11/ CLEARED from ITO: Chief, ITO
5/ CLEARED from academic responsibilities: College Secretary	12/ No pending Administrative case: Chief, Legal Office
6/ CLEARED from property: Chief, SPMO	13/ RECOMMENDING APPROVAL: Chief, Internal Control Office
7/ CLEARED from ILC/LRC obligations: Director, ILC/LRC	14/ APPROVED: Chancellor