



OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION UNIVERSITY OF THE PHILIPPINES

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16 June 2020

MEMORANDUM NO. NGY 20 – 88

TO : **Chancellors
Director, UP-PGH**

ATTENTION : Vice Chancellors/Deputy Director for Administration
HRDO Directors/Heads

SUBJECT : **Request and Issuance of Employee Clearance during the
Community Quarantine Period**

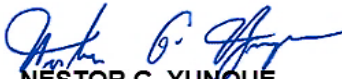
In consideration of the immediate need of our employees for clearance and the current situation due to the COVID-19 pandemic, HRDOs are requested to facilitate the processing of employee clearance, subject to the following:

1. Employees must submit a letter request to their respective HRDOs to process his/her clearance after the approval of his/her retirement or acceptance of his/her resignation or non-renewal of appointment. Submission of request through email is highly encouraged.
2. HRDOs must inform and coordinate with the clearing offices (e.g. SPMO, Accounting Office, etc.) in clearing the employee from money, property, and work-related accountabilities. Email response (using UP email) of 'cleared' or 'not cleared' in lieu of signature on the clearance form will be the basis of clearance.

If the employee is not cleared from a particular office, the office should specify the accountability/ies of the employee. HRDO will consolidate the accountability/ies of the employee and inform him/her to coordinate with the said office/s.

3. Once all the concerned offices have cleared the accountabilities of the employee, the HRDO shall prepare a matrix¹ indicating the office/unit concerned and the corresponding timestamp of approval and endorse to the approving authority the clearance for his/her approval. The compilation of responses will be attached to the matrix.
4. HRDO will prepare and sign the Certificate of Clearance. The Certificate will be released to the employee immediately through email.

Further, in compliance with the Ease of Doing Business and Efficient Government Delivery Act of 2018 (RA 11032) and in preparation for the development of an online clearance, CUs/PGH are requested to review their existing processes in securing employee clearance.


NESTOR G. YUNQUE
Vice President for Administration

cc: Office of the President
Vice Presidents and Secretary of the University

¹Attachments: Templates – Clearance Matrix and Certificate of Clearance

HRDO LETTERHEAD

CLEARANCE MATRIX

Name : _____ Unit: _____
Position: _____ SG- Step: _____
Date requested: _____

Reason for Clearance:

Transfer Resignation Other Mode of Separation
 Retirement Leave (Please specify: _____)

The above-named employee has been cleared by the following offices from money, property, and work-related accountabilities:

Office/Unit (based on existing CU Clearance Form)	Name of Clearing Official (based on email)	Date and Time Employee was Cleared (based on email timestamp)

Consolidated by:

Verified by:

Signature over Printed Name of
of HRDO Staff

Signature over Printed Name
HRDO Director/Head

Approved/Disapproved:

Approving Authority

HRDO LETTERHEAD

CERTIFICATE OF CLEARANCE

This is to certify that **_[Name]_, [Position], [Unit]** has been cleared of all academic/administrative responsibilities, money and property accountabilities and from administrative charges in the University as of **[date of clearance]**.

It is understood that this clearance is without prejudice to his/her liability for any accountability/charges reported to this office after the aforementioned date and subject to COA disallowance.

This certification is issued to **[Name]** in connection with his/her **[reason for clearance]** effective **[date of separation]**.

HRDO Head