

STAFF CLEARANCE FORM

This form is to be filled and appropriate approvals granted and then submitted to HR Department for finalization issues.

1) Employee's Information:

Employee's Full Name			
Department		Position	

2) Direct Supervisor

	Yes	No	N/A
All university assets have been returned to supervisor.			
All works in progress have been turned in or coordinated for continuance.			
Others:			

Approved for Processing: _____

3) Library

	Yes	No	N/A
Returned all borrowed books			

Approved for Processing: _____

4) Finance Department

	Yes	No	N/A
Petty Cash checked and returned back			
Advance cash is settled			
Others			

Approved for Processing: _____

5) Human Resources Department

	Yes	No	N/A
Annual Leave settlement & calculation			
NSSF Reconciliation			
Insurance ID Received			
RHU ID Received			
Indemnity letter			
Attestation			
General Final Release signed by the employee			

Approved for Processing: _____

Other Notes:

Final Approval: _____

HR/SCF (Clearance)