

## 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:
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Final Approval: \_\_\_\_\_

HR/SCF (Clearance)