



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
DILG-NAPOLCOM Center, EDSA cor. Quezon Avenue, Quezon City
www.dilg.gov.ph

CENTRAL OFFICE
CLEARANCE

PURPOSE : _____

To Whom It May Concern:

This is to **CERTIFY** that _____, of this office, stationed at _____, is **CLEARED** of all accountabilities and responsibilities as far as their respective Regions, Services, Divisions or Sections are concerned.

Done this _____ day of _____ 2017.

VERONICA B. MACABATE
OIC, Personnel Division

ELNORA A. VELASCO
Chief, General Services Division

ESTELA R. BASAÑES
Chief, Accounting Division

ATTY. ROMEO P. BENITEZ
OIC, Legal and Legislative Liaison Service

Recommending Approval

APPROVED FOR THE SECRETARY

Leave Credits as of _____
Sick Leave _____
Vacation Leave _____

NOTE:

1. In case an official or employee who has been cleared is subsequently discovered to still have either cash or property accountabilities, the approved clearance **DOES NOT RELIEVE** him/her of the said accountability [GAO Circular No. 62 dated 23 December 1957]
2. Field personnel shall attach their regional clearance.