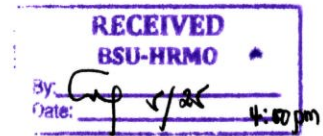




Republic of the Philippines
BENGUET STATE UNIVERSITY
La Trinidad, 2601 Benguet
Tel (074) 422-2401 TeleFax (074)422-2281; www.bsu.edu.ph

May 25, 2017



OFFICE
MEMORANDUM CIRCULAR
NO. 76 S. 2017

TO: ALL UNIVERSITY OFFICIALS AND PERSONNEL
SUBJECT: 2017 REVISED HRMO CLEARANCE FORMS

Republic Act No. 9485, otherwise known as "An Act to Improve Efficiency in the Delivery of Government Service to the Public by Reducing Bureaucratic Red Tape, Preventing Graft and Corruption, and Providing Penalties Thereof" or the Anti-Red Tape Act of 2007 found stronger teeth in the directives issued by President Rodrigo O. Duterte to streamline processes into three days and to shepherd efficient flow of and immediate action on documents.

Consonant thereto, our HRMO Forms related to clearances have been revised to make their processing more efficient and responsive to required timelines. The forms are available at the HRMO and are posted in our university website. These forms shall be used effective upon the issuance of this memorandum circular.

For the guidance and information of all.


FELICIANO G. CALORA JR., Ph.D
University President



The President
Benguet State University
La Trinidad, Benguet

_____ Date

REQUEST FOR CLEARANCE

Sir:

Clearance from all property and money accountabilities in the university is requested for purposes of:

		(Date of Effectivity/Inclusive Period)
/ /	- Training/Study/Sabbatical Grant	_____
/ /	- Resignation	_____
/ /	- Retirement	_____
/ /	- Leave without pay	_____
/ /	- Others _____	_____
_____ Name and Signature (APPLICANT)		_____ POSITION
		_____ OFFICE

CERTIFICATION

This is to certify that the above-mentioned applicant is free from all money and property accountabilities from the university.

1.	Horticultural Research & Training Institute (HORTI)		11.	Records Office	
2.	Institute of Highland Farming Systems & Agroforestry (IHFSA)		12.	Land Reservation Office	
3.	Immediate Supervisor		13.	Chairman- Housing Committee	
4.	Next Higher Supervisor		14.	Compensation, Benefits & Other Obligations Office	
5.	Health Services		15.	Supply and Property Mgmt. Office	
6.	Motor Pool		16.	Human Resource Management Office	
7.	PE & Athletics		17.	Administrative Services Division Office	
8.	a. Marketing _____ c. SLS Canteen _____ e. FPC _____ b. BSU Canteen I _____ d. ELS Canteen _____ f. Guestel _____ g. Poultry _____ University Business Affairs _____		18.	Cashiering Office	
9.	University Library		19.	Accounting Office	
			20.	Financial Management Office	
10.	University Registrar		21.	VERIFIED: Internal Audit Service	

RECOMMENDING APPROVAL:

APPROVAL:

Sector Vice President

FELICIANO G. CALORA, JR.
President

Remarks: _____

NOTE: 1. Signing of this clearance shall be in accordance with the chronological order of the signing offices.
2. UPON COMPLETION, please submit clearance to the Human Resource Management Office for distribution:
(1 copy-Employee; 1 copy-Records; 1 copy - Accounting 1 copy-HRMO/201 file; 1 copy-voucher/other claims).
3. Signatures obtained fraudulently shall not clear the employee from his/her accountability.



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Benguet State University
 La Trinidad, Benguet
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REQUEST FOR CLEARANCE
 (Proportional Vacation Pay)

 Date

The President
 Benguet State University
 La Trinidad, Benguet

Sir:

May I request clearance for the payment of my PVP for the inclusive period _____

to _____,

 Name and Signature of Applicant

 Position

 Office/Section

CERTIFICATION

This is to certify that the above-named requesting party is cleared for purposes of payment of his/her PVP.

 Dean

 University Library Services

 University Registrar

Recommending Approval:

 VP- Academic Affairs

Approved:

FELICIANO G. CALORA, JR.
 President

[NOTE: Signing of this clearance shall be in accordance with the chronological order of the signing offices.
 UPON COMPLETION, please return clearance to the Human Resource Management Office for Distribution:
 Employee; Accounting Office; HRMO/201 File; Voucher/Other Claims]



**REQUEST FOR CLEARANCE
(Expiration of Contract)**

The President
Benguet State University
La Trinidad, Benguet

Sir:

By reason of the expiration of my contract with BSU, clearance is requested from all accountabilities and responsibilities.

_____	_____	_____
APPLICANT	POSITION	OFFICE

CERTIFICATION

This is to certify that the abovementioned applicant is free from all accountabilities and responsibilities at BSU.

_____	_____	_____
IMMEDIATE SUPERVISOR	UNIVERSITY BUSINESS AFFAIRS	HRMO

	ACCOUNTING	

Recommending Approval:

Approval:

(Sector Vice President)

FELICIANO G. CALORA, JR.
President



**REQUEST FOR CLEARANCE
(Expiration of Contract)**

The President
Benguet State University
La Trinidad, Benguet

Sir:

By reason of the expiration of my contract with BSU, clearance is requested from all accountabilities and responsibilities.

_____	_____	_____
APPLICANT	POSITION	OFFICE

CERTIFICATION

This is to certify that the abovementioned applicant is free from all accountabilities and responsibilities at BSU.

_____	_____	_____
IMMEDIATE SUPERVISOR	UNIVERSITY BUSINESS AFFAIRS	HRMO

	ACCOUNTING	

Recommending Approval:

Approval:

(Sector Vice President)

FELICIANO G. CALORA, JR.
President