



#### 4. Request for Clearance from Money, Property and Work-related accountabilities

This is the process for the City Government personnel or their heirs and officials of the barangays requesting for clearance from money, property and work-related accountabilities in the Finance and Assets Management column of the Civil Service (CS) Form No. 7 Revised 2018.

<b>Office or Division:</b>	City Accountant's Office - Financial Records and Information Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G - Government to Government, G2C – Government to Citizen			
<b>Who may avail:</b>	City Government personnel or their heirs and officials of the barangays and other government agency requesting for clearance from money, property and work-related accountabilities			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Civil Service (CS) Form No. 7 Revised 2018 (3 original copies)		Commission on Civil Service Commission (Can be downloaded in Civil Service Commission website <a href="http://www.csc.gov.ph/2014-02-21-08-28-23/pdf-files/category/951-2017-omnibus-rules-on-appointments-and-other-hr-actions.html">http://www.csc.gov.ph/2014-02-21-08-28-23/pdf-files/category/951-2017-omnibus-rules-on-appointments-and-other-hr-actions.html</a> )		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit Clearance Form	1.1 Receive Clearance Form and encode details (name, office, purpose, and date/period)	None	20 min	<i>Administrative Assistant IV</i> (Administrative Division)
	1.2 Check the Index of Payment if cleared from any outstanding cash advance and countersign	None	30 min	<i>Admin Aide IV</i> (Financial Management Review and Development Division)
	1.4 Check the books if cleared from any accountability in all funds, and countersign.	None	30 min	<i>Accountant II</i> (Financial Records and Information Division – General Bookkeeping Section)
	1.5 Check the remittance records if cleared from any deficiency on tax or contributions and countersign.	None	20 min	<i>Accountant II</i> (Financial Records and Information Division – Remittance Section)
	1.6 Approve Clearance Form	None	10 min	<i>City Accountant</i> (City Accountant's Office)



2. Receive Clearance Form and affix name, signature, date and time in logbook	Release Clearance Form	None	10 min	<i>Administrative Assistant III</i> (Administrative Division)
	TOTAL	None	2 hours	
<b>END OF TRANSACTION</b>				