



5. Request for the Issuance of Clearance from Accountabilities

Issuance of Clearance from Accountabilities prior to application for long vacation, resignation, retirement and death

Office or Division:	City Engineer's Office – Administration Division			
Classification:	Simple			
Type of Transaction:	G2G			
Who may avail:	All permanent employees			
CHECKLIST OF REQUIREMENT/S		WHERE TO SECURE		
Application for long vacation, resignation, or retirement: <ol style="list-style-type: none"> 1. Approved letter from the City Mayor and/ or Memo from the City Mayor 2. Approved Leave (for vacation only) Due to Death <ol style="list-style-type: none"> 1. Death Certificate 		<ul style="list-style-type: none"> ➤ Client ➤ Client's Bereaved Family 		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit approved letter from the City Mayor and/ or Memo and Approved Leave for vacation only)/ Death Certificate	1.1. Review document/s	none	1 minute	Admin Aide VI/ Clerk-Property Accountability Clerk, Admin Division, City Engineer's Office, CEO Compound, Bula, GSC
	1.2. Record to e-ledger	none	1 minute	Admin Aide VI/ Clerk-Property Accountability Clerk, Admin Division, City Engineer's Office, CEO Compound, Bula, GSC
	1.3. Facilitate signing of the clearance with the signatories/ other LGU departments	none	5 days	Liaison Officer, Admin Division, City Engineer's Office, CEO Compound, Bula, GSC
2. Receive Clearance	2.1. Record on logbook and issue fully signed clearance	none	1 minute	Admin Aide VI/ Clerk-Property Accountability Clerk, Admin Division, City Engineer's Office, CEO Compound, Bula, GSC
	TOTAL	none	5 Days, 3 mins	
END OF TRANSACTION				