



Republic of the Philippines
Department of Environment and Natural Resources
National Capital Region
National Ecology Center, East Avenue, Diliman Quezon City

OFFICE CLEARANCE

I PURPOSE					
TO: Department of Environment and Natural Resources					
I hereby apply for clearance from money, property and work- related accountabilities for:					Date of Application _____
Purpose: <input type="checkbox"/> Transfer <input type="checkbox"/> Resignation <input type="checkbox"/> Other Mode of Separation: <input type="checkbox"/> Retirement <input type="checkbox"/> Leave of Absence Please specify : _____					
Effectivity / Inclusive Period: _____					
Office of Assignment: _____ Position / SG / Step: _____			Name and Signature of Employee _____		
II CLEARANCE FROM WORK-RELATED ACCOUNTABILITIES					
We hereby certify that this applicant is cleared of work-related accountabilities from this Unit/Office/Dept.					
_____ Immediate Supervisor			_____ Head of Office		
III CLEARANCE FROM MONEY AND PROPERTY ACCOUNTABILITIES					
Name of Unit/Office/Department	Cleared	Not Cleared	Amount / Remarks	Name of Clearing Officer/Official	Signature
Property and Work-related Accountabilities					
1. Administrative Division				JAN S. BAUTISTA Chief, Admin Division	
a. Property /Procurement /Section				DAVID B. REYES JR. Chief, Procurement Section	
b. GSS / Records / Unit				Leila L. Reyes Chief, General Services Section	
c. Personnel / Section				ROWENA C. MEDALLA Chief, Personnel Section	
c.1 Leave of Absence w/o Pay					
c.2 Salary Overpayments					
c.3 Personnel Records					
c.4 Exit SALN					
c.5 Exit Interview					
d. Human Resource Division Section				ELENA M. PICAÑA Chief, HRD Section	
d.1 Local Scholarship					
d.2 Foreign Scholarship					
Financial Accountabilities					
2. Accounting Section				MA. MELISSA BACANI Chief, Accounting Section	
a. Bond/Cash Advance (SDO)					
b. Unliquidated Travel					
c. Accounts Receivable					
d. Audit Disallowances					
3. Loans					
a. Credit Coop				ALFREDO LILINA, JR. Chairman, DENR-NCR Coop	
b. FOSLA					
c. Land Bank of the Philippines				CASILDA MAROHOM Chief, Cashier Section	
d. Others					
4. Project HOPE				JANE G. BAUTISTA, CPA, DPA	
5. Employees Association / Union				JUANITA L. BALDOVINO DNEA President	
IV CERTIFICATION OF NO PENDING ADMINISTRATIVE CASE:					
a. Internal Affairs Division / Legal Division / Unit <input type="checkbox"/> with pending administrative case <input type="checkbox"/> with ongoing investigation (no formal charge yet)				ATTY. ALMA DELOS REYES-LANZO OIC Chief, Legal Division	
V CERTIFICATION					
JACQUELINE A. CAANCAN, CESO V Regional Executive Director Signature over Printed Name of Agency Head / Authorized Official					