



**APPLICATION FOR ACCOUNTABILITY CLEARANCE
(HRep Employees)**

A. Applicant's Information	
NAME (Last Name, First Name, Middle Name)	ID NO. POSITION
OFFICE	EFFECTIVITY DATE
PURPOSE <input type="checkbox"/> Change of employment status <input type="checkbox"/> Retirement <input type="checkbox"/> Change of office assignment <input type="checkbox"/> Transfer <input type="checkbox"/> Termination/End of Contract <input type="checkbox"/> End of Term <input type="checkbox"/> Dismissal from the service <input type="checkbox"/> Death <input type="checkbox"/> Dropped from the rolls <input type="checkbox"/> Others as required by law: _____ <input type="checkbox"/> Resignation	SIGNATURE OF APPLICANT

B. This certifies that the above-name Official/Employee is cleared from money, property and/or other accountabilities.

_____ Immediate Head of the Applicant _____ Date _____	
Engineering and Physical Facilities Bureau _____ Executive Director _____ Date _____	Legislative Library Service _____ Director _____ Date _____
Human Resource Management Service _____ Director _____ Date _____	Procurement and Supply Management Service _____ Director _____ Date _____
Legal Affairs Bureau _____ Executive Director _____ Date _____	Records Management Service _____ Director _____ Date _____
HRep Mutual Aid Association (for MAA Members only) _____ Chairperson _____ Date _____	HRep Multi-Purpose Cooperative (for Coop Members only) _____ Chairperson _____ Date _____

C. Certification of Last Salary Received

From _____ to _____, 20____

GROSS	DEDUCTIONS
Basic Monthly Food Assistance Others: TOTAL	Withholding Tax PhilHealth GSIS PAG-IBIG Others: TOTAL
_____ Director, Cashiering Service _____ Date _____	
_____ Director, Accounting Service _____ Date _____	

D. Approval

_____ Date _____
Secretary General

INSTRUCTIONS

1. Accomplish Part A.
2. Proceed to the following offices for clearance (in any order):
 - Immediate Head
 - Engineering and Physical Facilities Bureau
 - Human Resource Management Service
 - Legal Affairs Bureau
 - Legislative Library Service
 - Procurement and Supply Management Service
 - Records Management Service
 - HRep Mutual Aid Association (for MAA Members only)
 - HRep Multi-Purpose Cooperative (for Coop Members only)
3. Request Cashiering Service for a *Certification of Last Salary Received*.
4. Seek clearance from Accounting Service.
5. Proceed to the Office of the Secretary General
6. Get copy of the *Certificate of Clearance from Accountability* from the Records Management Service.

This form may be downloaded from www.congress.gov.ph/download/index.php

REMARKS FROM CLEARING OFFICERS, IF ANY

Office	Remarks	Date/Signature of Clearing Officer
Office	Remarks	Date/Signature of Clearing Officer
Office	Remarks	Date/Signature of Clearing Officer
Office	Remarks	Date/Signature of Clearing Officer
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