



UNIVERSITY OF THE PHILIPPINES
DILIMAN **QUEZON CITY**

VOIP TRUNKLINE: 981-8500 LOCAL: 2558, 2556

DIRECT LINE: (632) 929-5401, (632) 927-1835

FAX: (632) 928-2863

E-MAIL: chancellor.updiliman@up.edu.ph

OFFICE OF THE CHANCELLOR

09 July 2020


MEMORANDUM NO. FRN-20-024

TO : All Vice Chancellors, Deans, Directors, and Heads of Units
All Clearing Offices for University Clearance

SUBJECT : Adoption and Implementation of Memorandum No. NGY
20-88 Request and Issuance of Employee Clearance
during the Community Quarantine Period

UP Diliman will implement the attached guidelines on processing University Clearance, in view of Memorandum No. NGY 20-88 regarding processing of employee clearance by HRDO during the community quarantine period.

For your information and guidance.


FIDEL R. NEMENZO, D.Sc.
Chancellor

Implementing guidelines in processing University Clearance

- a. The employee sends via email the request to process University Clearance using his/her UP email (@up.edu.ph email) with DTS tracking number in the email body or in a letter of request as attachment to email. A prospective retiree must also submit a letter of intent to retire with Unit endorsement to the HRDO at least ninety (90) days prior to the effective date of retirement (*Sec.2 Period for Release of Retirement Benefits, RA 10154*). HRDO receives the request via email from the employee to process his/her University Clearance.
- b. The HRDO forwards the same request, together with the Unit Clearance form (Attachment 1) that has been pre-filled by the HRDO Separations Section, to all clearing offices, based on University Clearance Form (e.g., Unit Supply Officer, Unit Administrative Officer, Head of Office, Dean/Director, HRDO, Diliman Legal Office, System Legal Office, OVCRD, SPMO, Office of Community Relations, Housing Office, University Library, OSSS (Student Loan Board), UP Health Service, UP Provident Fund, Business Concessions Office, System Cash Office, System Accounting Office, Diliman Accounting Office and Diliman Cash Office).
- c. The clearing office is requested to process the unit clearance within 20 days upon receipt of the employee's request. Once done, the unit clearing officer fills out the remaining information in the Unit Clearance form. The clearing officer and the Head of Unit sign the printed Unit Clearance, and the unit submits it to the HRDO. Due to the community quarantine, the unit can submit the signed Unit Clearance in electronic pdf form via email to separation_hrdo.upd@up.edu.ph.
- d. HRDO monitors all unit clearances received and follows up with the clearing office if unit clearance is not issued within 20 days.
- e. HRDO summarizes all Unit Clearances from the clearing offices using the University Clearance Summary Matrix form (Attachment 2). If there are still accountabilities that need to be cleared, this Clearance Summary Matrix form will be sent to the employee (copies furnished to offices/units that issued "not cleared"). The employee will coordinate with the respective offices until the clearing office becomes ready to submit a revised Unit Clearance form to HRDO.
- f. If all units have submitted the unit clearance and cleared the employee of any accountability, HRDO will issue the UNIVERSITY CLEARANCE (Attachment 3) including the Certificate of Clearance (Attachment 4).

This procedure will streamline the clearance process since clearing offices can issue simultaneously UNIT CLEARANCE and HRDO can monitor and follow-up Unit Clearances that are not yet processed.

Employees, who have already started with the University Clearance processing, may adopt this procedure for the unit clearances from the remaining clearing offices.

Attachment 1 (Sample only; the Unit Clearance Form is an Excel file with drop down and can be found in the HRDO website). Complete the details such as the VOIP local number and email address of office.



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VOIP TRUNKLINE: (632) 8-981-8500 Local 4580 to 82

E-MAIL:

SUPPLY AND PROPERTY MANAGEMENT OFFICE

UNIT CLEARANCE

University Clearance*

Name	Juan C. Dela Cruz
Employee Number	135029303
Department	Institute of Civil Engineering
Unit	College of Engineering
Position	Administrative Aide
Salary Grade-Step	SG 4 - 6
Employee Class	Administrative
Date requested	June 15, 2020
Reason for Clearance	Compulsory Retirement
If Others, specify	
Date of Separation	September 30, 2020
Office Action	<u>Cleared</u>

The above-named employee has been cleared in all liabilities related to **property accountability**.

The above-named employee is not cleared in liabilities related to **property accountability due to the following:**

[state reason/s here]

Processed by:

**NAME OF CLEARING OFFICER
DESIGNATION**

Approved by:

**NAME OF HEAD OF UNIT
DESIGNATION (e.g., DIRECTOR)**

*This document "Unit Clearance" issued by this Office is only a part of the UNIVERSITY CLEARANCE in accordance with Memo. NGY 20-88
The final clearance is processed by HRDO based on the Unit Clearances issued by the clearing offices.



**UNIVERSITY OF THE PHILIPPINES
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VOIP TRUNKLINE: (632) 8981-8500 local 2569; 2564

TELEFAX: (632) 8981-8500 local 2513

E-MAIL: hrdo.updiliman@up.edu.ph

WEBSITE: hrdo.upd.edu.ph

HUMAN RESOURCE DEVELOPMENT OFFICE

CLEARANCE SUMMARY MATRIX

Name : _____ Unit: _____

Position: _____ SG- Step: _____

Date requested: _____

Reason for Clearance:

Transfer Resignation Other Mode of Separation
 Retirement Leave (Please specify: _____)

The above-named employee has been **cleared** by the following offices from money, property, and work-related accountabilities:

Office/Unit	Name of Clearing Official (based on email)	Date and Time Employee was Cleared (based on email timestamp)
Unit Supply Officer		
Unit Administrative Officer		
Head of Office, Dean/ Director		
HRDO		
Diliman Legal Office		
System Legal Office		
OVCRD		
SPMO		
Office of Community Relations		
Housing Office		
University Library		
OSSS (Student Loan Board)		
UP Health Service		
UP Provident Fund		
Business Concessions Office		
System Cash Office		
System Accounting Office		
Diliman Accounting Office		
Diliman Cash Office		

Consolidated by:

Verified by:

NAREA S. MOLINA

LEIZEL P. LECTURA


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HUMAN RESOURCE DEVELOPMENT OFFICE**CLEARANCE SUMMARY MATRIX**

Name : _____ Unit: _____

Position: _____ SG- Step: _____

Date requested: _____

Reason for Clearance:

Transfer Resignation Other Mode of Separation
 Retirement Leave (Please specify: _____)

The above-named employee has **not been cleared*** by the following offices from money, property, and work-related accountabilities:

Office/Unit (based on existing CU Clearance Form)	Name of Clearing Official (based on email)	Date and Time Employee was Cleared (based on email timestamp)	Reason for not being cleared
Unit Supply Officer			
Unit Administrative Officer			
Head of Office, Dean/ Director			
HRDO			
Diliman Legal Office			
System Legal Office			
OVCRD			
SPMO			
Office of Community Relations			
Housing Office			
University Library			
OSSS (Student Loan Board)			
UP Health Service			
UP Provident Fund			
Business Concessions Office			
System Cash Office			
System Accounting Office			
Diliman Accounting Office			
Diliman Cash Office			

**for removal in the certification if all clearing office issued clearance.*

Consolidated by:

Verified by:

NAREA S. MOLINA
Separation In-Charge, HRDO

LEIZEL P. LECTURA
Head, HRDBD



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HUMAN RESOURCE DEVELOPMENT OFFICE

UNIVERSITY CLEARANCE

Name : _____ Unit: _____

Position: _____ SG- Step: _____

Date requested: _____

Reason for Clearance:

Transfer Resignation Other Mode of Separation
 Retirement Leave (Please specify: _____)

The above-named employee has been cleared by the following offices from money, property, and work-related accountabilities:

Office/Unit (based on existing CU Clearance Form)	Name of Clearing Official (based on email)	Date and Time Employee was Cleared (based on email timestamp)
Unit Supply Officer		
Unit Administrative Officer		
Head of Office, Dean/ Director		
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System Legal Office		
OVCRD		
SPMO		
Office of Community Relations		
Housing Office		
University Library		
OSSS (Student Loan Board)		
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HUMAN RESOURCE DEVELOPMENT OFFICE

CERTIFICATE OF CLEARANCE

This is to certify that [Name], [Position], [Unit] has been cleared of all academic/administrative responsibilities, money and property accountabilities and from administrative charges in the University as of [date of clearance].

It is understood that this clearance is without prejudice to his/her liability for any accountability/charges reported to this office after the aforementioned date and subject to COA disallowance.

This certification is issued to [Name] in connection with his/her [reason for clearance] effective [date of separation].

AUGUSTUS C. RESURRECCION

Director
