



**ADMINISTRATION SECTOR  
HUMAN RESOURCE MANAGEMENT OFFICE  
COA CENTRAL OFFICE CLEARANCE**

<b>I APPLICATION</b>			
			_____ Date of Application
<b>TO: THE COMMISSION ON AUDIT</b>			
I hereby apply for clearance from money, property and other accountabilities for:			
Purpose: _____		Effectivity/Inclusive Period: _____	
Office of Assignment/Position: _____			_____ Printed name and signature of applicant
<b>II CLEARANCE FROM OFFICE OF ASSIGNMENT</b>			
I hereby certify that this applicant is cleared of accountabilities in this Office.			
			_____ Head of Office
<b>III RESULTS OF VERIFICATION OF ACCOUNTABILITIES/PENDING ADMINISTRATIVE CASE</b>			
<b>A. ACCOUNTABILITIES:</b>		<b>Cleared</b>	<b>Not Cleared</b>
<b>Remarks</b>			
1. Administration Sector			
a. Records Management Services, General Services Office			
b. Procurement, Property & Supply Management Services, General Services Office			
c. Personnel Welfare & Assistance, HRMO			
2. Commission Central Library			
a. Legal Office Library			
b. Library Services (Stationed at PIDS)			
3. Planning, Finance & Management Sector			
a. Financial Reporting Services, Accounting Office			
b. Transaction, Processing & Billing Services, Accounting Office			
c. Payroll & Remittance Services, Accounting Office			
4. Professional and Institutional Development Sector			
a. Scholarship Services			
5. Other Financial Institutions			
a. PhilGASEA			
b. COA Multi-Purpose Cooperative (formerly COA Credit Union)			
c. SLAGA			
d. CREMC			
6. Other Offices			
a. International Audit and Relations Office			
<b>B. PENDING ADMINISTRATIVE CASE:</b>			
a. Internal Affairs Office, Office of the Chairperson			
<input type="checkbox"/> with pending administrative case			
<input type="checkbox"/> with ongoing investigation (no formal charge yet)			
a. Legal Affairs Office, Legal Services Sector			
<p>This certifies that the Leave Administration and Retirement Services verified the accountability(ies) of the applicant with the offices/financial institutions indicated above, through Accountability Verification Sheets duly signed by their authorized officials and accordingly indicated results of said verification in the appropriate spaces/provided under Box III.</p>			
			_____ Service Chief Leave Administration and Retirement Services
<b>IV CERTIFICATION</b>			
<b>A</b>	<b>B</b>		
<p>This certifies that the above-named employee is cleared from money and other accountabilities from the Offices/Financial Institutions indicated above and that he/she has no record of any pending Administrative Case involving any act or omission constituting a ground for disciplinary action under the Civil Service Laws, Rules and Regulations or any of the offenses defined and penalized under R.A. 3019, as amended (Anti Graft and Corrupt Practices Act) and the provisions of the Revised Penal Code on Bribery and that this application is hereby:</p>	<p>This certifies that the above-named employee has/is:</p> <p><input type="checkbox"/> A record of accountabilities as shown above</p> <p><input type="checkbox"/> Subject of an on-going investigation</p> <p><input type="checkbox"/> A record of pending Administrative Case</p> <p><input type="checkbox"/> A Respondent of an Ombudsman Case</p>		
_____ Director IV	_____ Director IV		
Date of Signing: _____	Date of Signing: _____		