



**ADMINISTRATION SECTOR
HUMAN RESOURCE MANAGEMENT OFFICE**

COA CENTRAL OFFICE CLEARANCE

I APPLICATION				
			Date of Application _____	
TO: THE COMMISSION ON AUDIT				
I hereby apply for clearance from money, property and other accountabilities for:				
Purpose: _____		Effectivity/Inclusive Period: _____		
Office of Assignment/Position: _____		Name and signature of applicant _____		
II CLEARANCE FROM OFFICE OF ASSIGNMENT				
I hereby certify that this applicant is cleared of accountabilities in this Office.				
			Head of Office _____	
III RESULTS OF VERIFICATION OF ACCOUNTABILITIES/PENDING ADMINISTRATIVE CASE				
A. ACCOUNTABILITIES:		Cleared	Not Cleared	Remarks
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				
B. PENDING ADMINISTRATIVE CASE:				
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)				
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.				
			Service Chief _____	
			Leave Administration and Retirement Services	
IV CERTIFICATION				
A This certifies that the above-named Employee is cleared from money and other accountabilities from the offices/Units 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. No. 3019, as amended (Anti-Graft and Corrupt Practice Act) and the provisions of the Revised Penal Code on Bribery and that this application is hereby: <p align="center">APPROVED FOR THE COMMISSION:</p> <p align="center">_____ Director IV</p> Date of Signing: _____	B This certifies that the above-mentioned Employee has: <input type="checkbox"/> Remaining uncleared accountabilities; <input type="checkbox"/> Has a record of pending Administrative Case as indicated above, by reason of which this application for COA Central Office Clearance is hereby: <p align="center">DISAPPROVED FOR THE COMMISSION:</p> <p align="center">_____ Director IV</p> Date of Signing: _____	C This certifies that the above-mentioned employee has/is: <input type="checkbox"/> Remaining uncleared accountabilities as co-maker as indicated above. <input type="checkbox"/> Subject of an on-going investigation <p align="center">_____ Director IV</p> Date of Signing: _____		