

# CHECKLIST

## (TRANSFER)

### Clearance:

- COA Central Office clearance
- Agency clearance
- Regional Office Clearance
- Ombudsman clearance
- Pendency/Non-pendency of Administrative/  
Criminal Case
- RA 3019 or Anti-Graft and Corrupt Practices
- Certification from the originating office of not  
having been assigned to the receiving agency  
within 1 yr. from date of transfer (Sec. 13,  
Rule 13 of CSC's Revised Omnibus Rules)
- Letter request for Authority to Transfer endorsed  
by the Director
- Request for Issuance of Certificate of No Pending  
Administrative Case (For Internal Affairs Office)
- Exit Survey/ Interview Form