



Union Christian College

United Church of Christ in the Philippines
Widdoes St., Brgy. II, City of San Fernando, La Union 2500 Philippines



EMPLOYEE CLEARANCE

SY: 20__ - 20__
Semester: _____

| | | | |
|-----------------------|----------------------|-------------------|--------------------------------|
| Name: | | Employee ID#: | Date: |
| Position: | | Department: | |
| Purpose of Clearance: | ___ Payroll Purposes | Exit Clearance | ___ Resignation ___ Retirement |
| For Exit Clearance: | Date of Resignation: | Last Working Day: | |

We, the undersigned, hereby certify that the above-named teacher/staff is cleared of all school accountabilities and is entitled to all the rights and privileges accorded this clearance.

| | |
|--|--|
| Coordinator/Program Head: _____ | UCCFSU/UCCCMPCoop (Members Only): _____ |
| Dean/Head of Office: _____ | General Services Supervisor: _____ |
| Director, CIDAR: _____ | Property Custodian: _____ |
| Director, CSDAS: _____ | TID: _____ |
| Director, CRIMP (Focal Person Only): _____ | Payroll Master: _____ |
| Director, CCEAA (Focal Person Only): _____ | Union President: _____ |
| CICKA: _____ | Finance Officer: _____ |
| VP for Academic Affairs: _____ | Admin & Human Resource Dev. Officer: _____ |

College President: _____

In quadruplicate (4) copies: YOUR FILE, HRMO, BFO, 201 File



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