

Issuance of Completed Central Office Clearance Certificate from Money, Property and Legal Accountabilities to Separated Officials and Employees

A copy of duly accomplished DSWD Regional Certificate is being provided to Officials and employees who were separated from the Department which certifies that the former Official/employee no longer has money, property and legal accountabilities. The provision of the Clearance Certificate may be requested by separated Officials and employees if the Clearance Certificate initially-issued to them was lost, damaged, etc., or the Official/employee was not able to secure the duly-accomplished Clearance Certificate at the time of their separations.

Office or Division:	Personnel Administration Section (PAS)			
Classification:	Complex			
Type of Transaction:	G2C- Government to Transacting Public			
Who may avail:	Permanent/ Casual/ Contractual/ MOA/JO Separated Field Staff and employees who already has a duly –accomplished Regional Clearance Certificate on file/submitted to PAS and without any money, property and legal accountabilities.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. HRMDS-PAD Request Form or formal or e-mail request		PAS Receiving Area Client		
2. Letter of Separation and its Acceptance		Client or if none, FILE 201 / PER 16		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Send mail/e-mail or for walk-in without any written request, accomplish the HRMDD-PAS Request Form (write contact details as well for courier purpose) and submit to PAS, together with complete supporting documents	1.1 Receive the documents submitted	None	5 minutes	<i>Ms. Ria O. Mercado Administrative Officer V – PAS</i>
2. Wait for advice of the assigned PAS Focal Person	2.1 Review the documents submitted and check the FILE 201 / PER 16 to retrieve the Regional Clearance Certificate on file. 2.2 If there is an extra original copy of the	None	6 days, 6 hours (may take longer hours depending on the period of retrieving the files)	<i>Ms. Ria O. Mercado Administrative Officer V – PAS</i>

	<p>Regional Clearance Certificate on file, remove it from the FILE 201 / PER 16.</p> <p>If there is only one (1) original copy of the Regional Clearance Certificate on file, have it photocopied then put a "Certified True Copy" stamp on it.</p>			
	<p>2.3 Sign the photocopied Regional Clearance Certificate as to the "Certified True Copy"</p>		<p>30 minutes</p>	<p><i>Ms. Ria O. Mercado Administrative Officer V – PAS</i></p> <p><i>Dir. Benchie B. Gonzales Dir. III – OIC, HRMDD</i></p>
<p>3. Inform PAS of preferred method of receiving the original/CTC copy of the Regional Clearance Certificate</p>	<p>3.1 Inform the client that the original/CTC copy of his/her Regional Clearance Certificate is ready and ask if for pick-up or for courier service (either through chat, e-mail, or phone call)</p>		<p>5 minutes</p>	<p><i>Ms. Ria O. Mercado Administrative Officer V – PAS</i></p>
<p>4. If the original/CTC copy of the Regional Clearance Certificate is to be sent via courier service, wait until the parcel is sent to given address</p>	<p>4.1 Prepare and print the transmittal letter with information on how to return customer feedback. Attach one original/CTC copy of the Regional Clearance Certificate and one Customer Feedback Form for accomplishment</p>	<p>None</p>	<p>20 minutes</p>	<p><i>Ms. Ria O. Mercado Administrative Officer V – PAS</i></p>



Department of Social Welfare and Development

Field Office - National Capital Region

	4.2 Review and Sign/initial the transmittal letter		30 minutes	<i>Ms. Ria O. Mercado Administrative Officer V – PAS</i> <i>Dir. Benchie B. Gonzales Dir. III – OIC, HRMDD</i>
	4.3 Encode tracking details in the e-DTMS		10 minutes	<i>Ms. Ria O. Mercado Administrative Officer V – PAS</i>
	4.4 Forward the document to the RAMS for courier service		10 minutes	
TOTAL		NONE	7 days	
<i>* May be extended depending on the volume of transactions handled</i>				