



CLEARANCE FOR NON-TEACHING (JOB ORDER)

_____ Date

THE VICE PRESIDENT for Administration

Tarlac State University
 Tarlac City

Sir/Madam:

In connection with my _____ which will take effect on _____. I have the honor to advise you that I have satisfactorily accounted for all money, property and/or all other responsibilities in the Tarlac State University. I therefore apply for clearance from all of the above responsibilities.

My last day of service was _____.

Very truly yours,

Signature

Address

Printed Name & Designation

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 Immediate Supervisor/Dean/Director

 Director, Library Management Services

 Head, Administrative Services Unit

 Director, HRDMO

Approved:

Vice President for Administration & Finance