



Congress of the Republic of the Philippines  
**House of Representatives**  
Quezon City

**APPLICATION FOR ACCOUNTABILITY CLEARANCE**  
**(HRep Employees)**

<b>A. Applicant's Information</b>		
NAME (Last Name, First Name, Middle Name)	ID NO.	POSITION
OFFICE	EFFECTIVITY DATE	
PURPOSE <input type="checkbox"/> Change of employment status <input type="checkbox"/> Retirement <input type="checkbox"/> Change of office assignment <input type="checkbox"/> Transfer <input type="checkbox"/> Termination/End of Contract <input type="checkbox"/> End of Term <input type="checkbox"/> Dismissal from the service <input type="checkbox"/> Death <input type="checkbox"/> Dropped from the rolls <input type="checkbox"/> Others as required by law: <input type="checkbox"/> Resignation	SIGNATURE OF APPLICANT	

<b>B. This certifies that the above-name Official/Employee is cleared from money, property and/or other accountabilities.</b>			
_____		_____	
Immediate Head of the Applicant		Date	
Engineering and Physical Facilities Bureau	Legislative Library Service		
_____	_____	_____	_____
Executive Director	Date	Director	Date
Human Resource Management Service	Procurement and Supply Management Service		
_____	_____	_____	_____
Director	Date	Director	Date
Legal Affairs Bureau	Records Management Service		
_____	_____	_____	_____
Executive Director	Date	Director	Date
HRep Mutual Aid Association (for MAA Members only)	HRep Multi-Purpose Cooperative (for Coop Members only)		
_____	_____	_____	_____
Chairperson	Date	Chairperson	Date

<b>C. Certification of Last Salary Received</b>	
From _____ to _____, 20____	
GROSS	DEDUCTIONS
Basic Monthly Food Assistance Others:	Withholding Tax PhilHealth GSIS PAG-IBIG Others:
TOTAL	TOTAL
_____	
Director, Cashiering Service	
_____	
Director, Accounting Service	
_____	
Date	

<b>D. Approval</b>	
<b>DANTE ROBERTO P. MALING</b>	_____
Acting Secretary General	Date

## INSTRUCTIONS

1. Accomplish Part A.
2. Proceed to the following offices for clearance (in any order):
  - Immediate Head
  - Engineering and Physical Facilities Bureau
  - Human Resource Management Service
  - Legal Affairs Bureau
  - Legislative Library Service
  - Procurement and Supply Management Service
  - Records Management Service
  - HRep Mutual Aid Association (for MAA Members only)
  - HRep Multi-Purpose Cooperative (for Coop Members only)
3. Request Cashiering Service for a *Certification of Last Salary Received*.
4. Seek clearance from Accounting Service.
5. Proceed to the Office of the Secretary General
6. Get copy of the *Certificate of Clearance from Accountability* from the Records Management Service.

*This form may be downloaded from [www.congress.gov.ph/download/index.php](http://www.congress.gov.ph/download/index.php)*

## REMARKS FROM CLEARING OFFICERS, IF ANY

Office	Remarks	Date/Signature of Clearing Officer
Office	Remarks	Date/Signature of Clearing Officer
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