

INSTRUCTIONS

1. Accomplish Part A.
2. Proceed to the following offices for clearance (in any order):
 - Immediate Head
 - Engineering & Physical Facilities Bureau
 - Human Resource Management Service
 - Legal Affairs Bureau
 - Legislative Library Service
 - Procurement & Supply Management Service
 - Records Management Service
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

REMARKS FROM CLEARING OFFICERS, IF ANY

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