



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

**APPLICATION FOR ACCOUNTABILITY CLEARANCE**  
**(For HRep Members)**

<b>A. Applicant's Information</b>	
NAME (Last name, First name, Middle name)	ID NO.
PURPOSE <input type="checkbox"/> End of Term <input type="checkbox"/> Retirement <input type="checkbox"/> Others as required by law	SIGNATURE OF HOUSE MEMBER
EFFECTIVITY DATE	

**B. This certifies that the above-named House Member is cleared from money, property and / or other accountabilities.**

Engineering and Physical Facilities Bureau	_____	_____
	Executive Director	Date
Legislative Library Service	_____	_____
	Director	Date
Procurement and Supply Management Service	_____	_____
	Director	Date
Records Management Service	_____	_____
	Director	Date

**C. Certification of Last Salary Received**  
 From \_\_\_\_\_ to \_\_\_\_\_, 20\_\_\_\_

GROSS	DEDUCTIONS
Basic Monthly Food Assistance Others  TOTAL	W/Tax Medicare GSIS PAG-IBIG Others:  TOTAL
Certified Correct:	
Director, Cashiering Service	Date: _____
Director, Accounting Service	Date: _____

**D. Approval:**

Secretary General Date: \_\_\_\_\_

**INSTRUCTIONS**

1. Accomplish Part A.
2. Proceed to the following offices for clearance (in any order):
  - Engineering & Physical Facilities 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 Group.

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

**REMARKS OF CLEARING OFFICERS**

Name of Office	Remark	Date
Name of Office	Remark	Date
Name of Office	Remark	Date
Name of Office	Remark	Date
Name of Office	Remark	Date