



**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

.....

\_\_\_\_\_  
Immediate Supervisor/Dean/Director

\_\_\_\_\_  
Director, HRDMO

\_\_\_\_\_  
Director, Accounting Office

\_\_\_\_\_  
Head, Administrative Services Unit

Approved:

\_\_\_\_\_  
**Vice President for Administration & Finance**