

**REPUBLIKA NG PILIPINAS  
KAGAWARAN NG KATARUNGAN  
TANGGAPAN NG MANANANGGOL PAMBAYAN  
(PUBLIC ATTORNEY'S OFFICE)**

*DOJ Agencies Building, NIA Road corner East Avenue, Diliman, Quezon City, Metro Manila*

\_\_\_\_\_  
Date

## CERTIFICATE OF CLEARANCE

**TO WHOM IT MAY CONCERN:**

This is to certify that \_\_\_\_\_, whose signature appears below, is cleared of all accountabilities indicated insofar as this office is concerned. This clearance is issued for the purpose of \_\_\_\_\_ effective \_\_\_\_\_.

\_\_\_\_\_  
*Signature of Employee / Official*

<b>SERVICE</b> For Central Office Personnel	_____ Section / Division Head	_____ Service OIC / Director II
<b>REGIONAL / DISTRICT OFFICE</b> For Field Personnel	_____ District OIC / DPA	_____ Regional Public Attorney
<b>ADMINISTRATIVE SERVICE</b> • Human Resource Division • Records Section • Supply Section • Payroll Section	_____ _____ _____ _____	_____ Director II, Administrative Service
<b>FIELD OPERATIONS AND STATISTICS SERVICE</b> • Turnover of Cases • Monthly Reports	_____ _____	_____ OIC, Field Operations and Statistics Service
<b>FINANCIAL PLANNING AND MANAGEMENT SERVICE</b> • Collection of Accounts • Cash Advances • Accounts Receivables • Cash Accountability	_____ _____ _____ _____	_____ Director II, Financial Planning and Management Service
<b>COOPERATIVE</b>	_____ _____	_____ President, PAO Credit Cooperative
<b>LEGAL RESEARCH SERVICE</b> • Criminal/Administrative Cases • Books and Other Library Materials	_____ _____	_____ OIC, Legal Research Service

**PERSIDA V. RUEDA-ACOSTA  
CHIEF PUBLIC ATTORNEY**

**NOTE:** *If later on an official or employee who had been cleared is discovered still accountable for cash and/or property, the clearance thus previously issued will not relieve him of said accountability. (GAO Gen. Circular No. 52 dated December 23, 1957)*