

# Exit Clearance Form

Government Office/Agency: \_\_\_\_\_

Date: \_\_\_\_\_

## Employee Information

Employee Name	_____	Employee ID	_____
Position/Designation	_____	Department/Unit	_____
Date of Separation	_____		
Type of Separation	<input type="checkbox"/> Resignation <input type="checkbox"/> Retirement <input type="checkbox"/> End of Contract <input type="checkbox"/> Termination <input type="checkbox"/> Others: _____		

## Clearance Checklist

Section/Unit	Item/Responsibility	Clearance Given (Yes/No)	Remarks	In-charge Personnel (Signature/Date)
HR/Personnel	Turnover of Records, ID, and Documents	_____		
Finance/Accounting	Settlement of Loans and Financial Obligations	_____		
Property/Asset Management	Return of Office Equipment/Assets	_____		
IT/Records	Return of IT Equipments (Laptop, Access Cards, etc.)	_____		
Immediate Supervisor	Completion and Turnover of Pending Tasks	_____		

## Final Recommendation/Remarks

\_\_\_\_\_

## Certification

This is to certify that the above-named employee has settled all accountabilities and properly turned over all government assets and responsibilities.

<b>HR Officer:</b> Name: _____ Signature: _____ Date: _____	<b>Immediate Supervisor:</b> Name: _____ Signature: _____ Date: _____
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*This form must be accomplished and duly signed before the official clearance of separation from service.*