

REQUEST FOR PSU CLEARANCE
(For retirement, transfer out of the Region and resignation)

DIVISION NAME/CODE _____

STATION NAME: _____

(School for Secondary/District for Elementary)

STATION CODE: (3 digits) _____

EMPLOYEE NUMBER: _____

EMPLOYEE NAME: _____

SIGNATURE: _____

Date of last salary received: _____

Please attach herewith the following supporting documents:

1. Application for retirement/approved resignation letter or transfer
2. Service Record (duly signed and closed if retired)
3. Division/School Clearance
4. Certification of no obligation from private companies or official receipts of full payment for existing loans
5. Certified xerox copy of latest payslip or the original
6. Transmittal of cancelled/returned checks, if any
7. PVP report

PSU Remarks:

