

Republic of the Philippines
MARIKINA POLYTECHNIC COLLEGE
Shoe Ave., cor. Mayor Chanyungco St., Sta. Elena, Marikina City – 1800
Tel. No. (632) 3697216

APPLICATION FOR CLEARANCE

Name : _____ **Date:** _____
Last First MI

Residences : _____
No. Street Barangay City/Province

Contact No. : _____
Mobile Landline Email Address

Nature of Clearance : (Pls Check)
 Retirement Resignation Transfer
 Leave of Absence
 Vacation
 Sick (for more than 30 days)
 Maternity
 Study
 Travel Abroad
 Others (please specify) _____

_____ This is to certify that the above employee is cleared of all reports, records, property and money responsibilities.

RECOMMENDING APPROVAL:	Signature
MPC Faculty Assoc. Treasurer (MPCFA Members only)	_____
College Librarian	_____
Supply Officer	_____
College Registrar	_____
Director, Extension Services	_____
Director, Research and Development	_____
Cashier/Budget/Accounting	_____
Director, Administration and Finance	_____
Dean, (BTTE/BIT, COT)	_____
Vice President for Academic Affairs	_____

APPROVED:

DR. JOSELITO B. GUTIEREZ
President