



Republic of the Philippines
DEPARTMENT OF TRANSPORTATION AND COMMUNICATIONS

DOTC Clearance Form
Revised October 2011

(Date)

MEMORANDUM FOR THE CONCERNED OFFICIALS:

I hereby respectfully apply for clearance from all accountabilities relative to my _____
(state purpose) effective _____ (date/duration)

Printed Name Over Signature of Applicant : _____

Position / Date : _____ ; _____

VERIFICATION AS TO ACCOUNTABILITIES:

As to Property Accountability:

LORNA P. BUNAG
Chief, Supply Division/OIC,
Property Utilization and Disposal Division

As to Outstanding Accounts:

EDNA C. TAPAR
Chief, Accounting Division

As to Payment of Salaries/Benefits

PEPITO M. MARQUEZ
Chief, Treasury Division

As to Pending Administrative Case/s:

ROMMEL LLOYD P. MARTINEZ
Chief, Investigation and Adjudication
Division

As to Scholarship/Training Grants-Service Obligation

ALONA D. LAPASARAN
Chief, Human Resource Devt. Division

As to Library Materials:

MARISSA P. ARINDAENG
Chief Librarian

**As to Study Leave-Service Obligations, Leave Credits
and Identification Card:**

ANTONINA B. BENITO
Chief, Personnel Division

APPROVAL (Pursuant to Department Order No. 2011-31):

Printed Name Over Signature of Official : _____

Position / Date : _____ ; _____