



Republic of the Philippines

DEPARTMENT OF TRANSPORTATION AND COMMUNICATIONS  
OFFICE OF THE SECRETARY

PERSONNEL DIVISION  
RECEIVED  
FEB 03 2012  
BY: J.P.

DEPARTMENT ORDER NO. 2012-02

To : ALL OFFICIALS AND EMPLOYEES OF THE DOTC  
CENTRAL OFFICE, DOTC-CAR/CARAGA AND PROJECT  
MANAGEMENT OFFICES, ALL HEADS OF SECTORAL  
OFFICES, ATTACHED AGENCIES AND CORPORATIONS  
This Department

Subject: REVISION OF DEPARTMENT ORDER NO. 2009-27,  
GUIDELINES IN THE SUBMISSION/PROCESSING OF  
OFFICE CLEARANCE IN THE DEPARTMENT OF  
TRANSPORTATION AND COMMUNICATIONS -  
CENTRAL OFFICE (DOTC-CO)

Date : 10 October 2011

I. RATIONALE

To facilitate the processing and timely submission of Office Clearance, Department Order No. 2009-27 dated 06 July 2009 is hereby revised for dissemination and compliance by all officials and employees in this Department.

II. COVERAGE

This Order covers the following:

- Officials and employees of the DOTC-Central Office and its immediate subsidiaries i.e. CAR & CARAGA Regional Offices and Project Management Offices including MRT-3; and
- Officials and employees of the Sectoral Offices, Attached Agencies and Corporations who are on detail/secondment with the DOTC-Central Office.

the DOTC-CO and its immediate subsidiaries, except for Emergency Sick Leave;

The application for Emergency Sick Leave spent either randomly or for prolonged period/s is usually filed upon return to work; hence, the need for a clearance becomes moot and academic.

2. Travel Abroad: Official e.g. scholarship or training grants one month or more), and Personal (as vacation leave) for one month or more;
3. Voluntary separation from the service i.e. resignation, transfer, and optional retirement;
4. Involuntary separation from the service i.e. dropping from the rolls, compulsory retirement, and death; and
5. Personnel movement i.e. reassignment/detail/secondment and designation as Officer-in-Charge.

## VI. BASIC POLICIES

1. In order to facilitate the timely processing and release of the DOTC Clearance, all applications shall be filed at least one (1) month prior to the effective date of leave, transfer, resignation, or any other personnel action or movement that requires the same.

Clearance for retirement shall be applied for at least three (3) months in advance. This is to provide a lead time for the Chiefs of the Property Utilization & Disposal Division and the Accounting Division to properly account for all of the applicant's property and money accountabilities, which entail a longer time especially those reassigned/detailed/seconded to other agencies.

2. The upper portion of the Clearance shall be accomplished by all officials and employees applying for certain personnel action/s. They shall supply all the required information.

The middle portion shall be certified or signed by heads of concerned offices.

The lower portion shall be signed by the approving authority pursuant to Department Order No. 2011-31, Omnibus

APPROVAL OF OFFICE CLEARANCE	RECOMMENDING	APPROVAL
Usec, Assec and Agency Head	Assec (Admin and CS)	Usec (Operations)
Usec (Operations)	Assec (Admin and CS)	Secretary
Directors		Assec (Admin and CS)
Salary Grade 1 to 26 (to include Project Manager)	DC (concerned)/ PM (concerned)	Director (concerned)

V. PROCEDURES IN THE ISSUANCE OF CLEARANCE PERTAINING TO –

A. *LEAVE OF ABSENCE*

1. Vacation/Non-Emergency Sick Leave for thirty (30) days or more

- a. The approved leave application together with the DOTC Clearance Certificate must be submitted to the Personnel Division at least one month before the actual leave pursuant to Item IV.1 of Office Order No. 2011-20.

2. Emergency Sick Leave

- a. The application for emergency sick leave spent either randomly or for prolonged period/s is usually filed upon return to work; hence, the need for a clearance becomes moot and academic.

3. Maternity Leave –

- a. The approved maternity leave application, together with the Medical Certificate duly noted by the Department Physician and approved Office Clearance, must be submitted to the Personnel Division one (1) week before the actual leave.

4. Study Leave/Training/Scholarship Grants

- a. For applications for scholarship or study leave (local or abroad), officials and employees shall strictly observe Department Order No. 96-1117, Contract of Undertaking/Service Obligation, and other existing policies on the grant of these benefits.
- b. As a requirement for study leave, the applicant shall secure the DOTC Clearance prior to the actual study leave or training.

- c. In case of the officials' or employees' voluntary resignation, retirement, or separation from the service (through their own fault or other causes), the Chiefs of the Personnel and Human Resource Development Divisions shall certify if the applicant has fulfilled the service obligation as stipulated on the Contract.

#### *B. REASSIGNMENT/DETAIL/SECONDMENT*

1. Officials/employees to be reassigned/detailed/seconded to other agencies shall no longer secure the DOTC Clearance Certificate prior to the assumption to duty at the receiving agency since the movement is temporary and the salary is still drawn from the mother agency except for secondment.
2. The official's/employee's on reassignment/detail/secondment must secure Clearance from the receiving Agency prior to their return to the mother agency to be submitted to PUDD which is necessary in case of separation from the service i.e. resignation, transfer, retirement, etc.

#### *C. VOLUNTARY SEPARATION*

1. Transfer/Resignation
  - a. Authority to transfer and acceptance of resignation shall only be granted upon submission of Clearance from money and property accountability. Thus, those who will transfer or resign shall first process/ secure DOTC Clearance at least one (1) month before the transfer/ resignation to facilitate the approval of their transfer or resignation.
2. Optional/Early Retirement
  - a. Retirees shall file their application for DOTC Clearance at least three (3) months prior to the filing of their application for retirement to facilitate the processing of their last salary and other retirement/ separation benefits.

#### *D. INVOLUNTARY SEPARATION*

1. Compulsory Retirement