



8. ISSUANCE OF GENERAL CLEARANCE

General Clearance is issued to government employees/official who transferred to another government agency, retired, resigned, dismissed or separated from the service. A clearance from his / her office certifying that he / she is cleared from property accountability is the documentary requirement needed to support the issuance. (Sec. 161 of COA Circular 92-386)

Office or Division:	MOVABLE PROPERTY MANAGEMENT AND CONTROL DIVISION (MPMCD)			
Classification:	Simple / Complex			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Quezon City Government Offices / Departments / Schools – Officials and Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> • General Clearance Form (1 original copy) • Office Clearance - No Property Accountability (1 original copy, 1 duplicate copy) • Division Office Clearance (1 original copy, 1 duplicate copy) • ID Picture for Retirees , size: 2x2 (1 piece) 		<ul style="list-style-type: none"> • Human Resource Management Department • Concerned Department/Offices • Division Office, Division of City Schools • Requesting Party 		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits request for processing of General Clearance, with complete requirements	1.1. Receives, records, evaluates, initials and approves request	None	1 hour	Receiving Staff Records Management and Control Division (RMCD)
	a. Rank-and-File & Contractual			Staff Inventory & Disposal Section
	b. Department Heads/ Accountable Officers/ Elected Officials	None	5 working days	Division Chief / Asst. Division Chief MPMCD Assistant and City Govt. Dept. Head III



2. Receives approved General Clearance	2.1. Releases approved Clearance	None	10 minutes	Releasing Staff RMCD
	TOTAL	None	Rank-and-File & Contractual : 1 hour & 10 minutes Department Heads/ Accountable Officers/ Elected Officials 5 working days & 10 minutes	