

5. SIGNING OF STUDENT'S CLEARANCE

This serves as a guide for signing the students' clearance.

Office or Division:	Library Section			
Classification:	Simple			
Type of Transaction	G2C – government services transacting public			
Who may Avail:	Graduates, Transferees, and Returnee			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Library Card		Library		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present a library card at the information desk.	Verify the accountability in the system.	None	5 minutes	Library Staff
2. If not approved, please present the necessary requirements to clear.	Receive requirements and accountability	None	5 minutes	Library Staff
	TOTAL		10 minutes	

5.1 SIGNING OF FACULTY & ADMINISTRATIVE CLEARANCE (Renewal of Contract, Travel, Leave, Resignation)

This serves as a guide for signing the clearance of the teaching and non-teaching personnel.

Office or Division:	Library Section			
Classification:	Simple			
Type of Transaction	G2C – government services transacting public			
Who may Avail:	Teaching and non-teaching personnel			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Clearance Form		Library		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present a duly accomplished clearance form.	Check and verify their account/ records.	None	5 minutes	Library Staff
	Affix the signature when approved.	None	1 minutes	Library Staff
2. If not approved, please present the necessary requirements to be clear.	Receive and affix the signature	None	5 minutes	Library Staff
	TOTAL		11 minutes	