



6. PROCESSING OF GENERAL CLEARANCE (AS TO PROPERTY ACCOUNTABILITY)

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 Office/Departments • 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 and forwards General Clearance form to Movable Property Management and Control Division	None	3 minutes	Receiving Staff, Records Management and Control Division (RMCD)
2. None	2.1. Receives, records, checks, affixes initial and forwards clearance to the Property Officers	None	5 minutes	Staff, Inventory and Disposal Section - MPMCD



	2.3. Verifies, reviews, and affixes initial on the General Clearance form	None		Chief, Inventory and Disposal Section – MPMCD
	a) Rank-and-File & Contractual	None	15 minutes	Asst. Chief, Movable Property Management and Control Division
	b) Department Heads/ Accountable Officers/ Elected Official	None	3 working days	Chief, Movable Property Management and Control Division
	3.1. Forwards the General Clearance to the CGADH III	None	3 minutes	Staff, Inventory and Disposal Section - MPMCD
	TOTAL	None	Rank-and-File & Contractual: 26 minutes Department Heads/ Accountable Officers/ Elected Officials: 3 working days & 11 minutes	