**PREPARATION OF CO CLEARANCE TO SEPARATED CENTRAL OFFICE OFFICIALS/EMPLOYEES**

1. **Schedule of Availability of Service**

**\***During office hours at 8:00 A.M to 5:00 P.M. with no noon break

1. **Who may Avail of the Service**

**\***Officials and employees separated from the DSWD Central Office (CO)

1. **What are the Requirements**

**\***Duly accomplished request form

**\***Copy of letter stating the intent to be separated from the service

**\***Copy of letter of acceptance to the intent to be separated from the service

1. **Processing Fee (if any)**

**\***None

1. **Processing Time**

**\***If complete supporting documents with correct details, and needed personnel file are already on hand: **10 working minutes per transaction**

**\***Processing time varies or may be extended due to the following: volume of requests received, retrieval of documents specially for those who were separated several years ago.

1. **How to Avail of the Service**

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| --- | --- | --- | --- |
| **Steps** | **Person-in-charge** | **Processing Time** | **Location** |
| Fill up a request form | The requesting party |  | PAD’s incoming/receiving area |
| Submit the accomplished form with the requirements | The requesting party |  | PAD’s incoming/receiving area |
| Prepares CO Clearance Certificate | PAD |  | PAD’s Leave Admin. Section |
| Routes the CO Clearance Certificate to concerned OBSUs for signature | The requesting party |  | DSWD CO. |