

Republic of the Philippines  
Ministry of Public Works  
OFFICE OF THE MINISTER  
M a n i l a

21 January 1980

MINISTRY ORDER)

No. 80-6

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SUBJECT: OFFICIALS TO APPROVE CERTIFICATE  
OF CLEARANCE.

Effective immediately, "Certificate of Clearance", either from money and/or property accountability or for any pending administrative and/or criminal cases, issued for purposes of retirement, resignation, transfer, application for sick/maternity/vacation leave of absences and for other purposes for which clearance is required, shall be approved by the following officials:

1. Deputy Minister:
  - For officials of the Ministry Proper with the rank of division chief and above; Regional Directors and their assistants; and District/City Engineers.
2. Bureau Director/  
Service Chief
  - For personnel under their respective Administrative supervision below the rank of division chief..
3. Regional Director
  - For personnel in the Regional Offices, irrespective of rank.
4. District/City Engineer
  - For personnel in the District/City Engineer's Office, irrespective of rank.

Except for the Deputy Minister, all Officials concerned shall sign thus:  
"By Authority of the Minister:"

All certificates of clearance for personnel in the Ministry Proper shall be accomplished in accordance with the attached sample forms, while those in the Regional and District/City Engineer's Offices, the Regional Director or District/City Engineer concerned may adopt their own respective forms in accordance with their organizational set-up.

This supplements Ministry Order No. 79-13 dated 23 August 1979, as amended.

For immediate compliance.

ALEJANDRO L. JUINCO

Minister

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