**Preparation of Central Office Clearance Certificate for Separating CO MOA Workers and Field Office Officials/Employees**

1. **Schedule of Availability of Service**

* Monday to Friday 8:00 am to 5:00 pm

1. **Who may Avail of the Service**
2. Separated MOA Workers and Field Office Officials/employees
3. **What are the Requirements**

* Letter of Termination/Non-renewal of contract of MOA Workers with Acceptance Letter.
* Duly accomplished Regional Clearance Certificate for FO staff

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**

For Separated MOA Workers

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| **Steps** | **Person-in-charge** | **Processing Time** | **Location** |
| 1. Submit letter of Termination/Non-renewal of contract with Acceptance Letter | Separated MOA Worker |  | Personnel Admin. Division, 1st Flr. Magiliw Bldg. DSWD Central Office |
| 1. Prepare Central Office Clearance with complete details of MOA Worker and Print in quadruplicate copies | PAD Payroll Staff |  | Personnel Admin. Division, 1st Flr. Magiliw Bldg. DSWD Central Office |
| 1. Review the completeness/ correctness of the details on the CO Clearance Certificate | Section Head |  | Personnel Admin. Division, 1st Flr. Magiliw Bldg. DSWD Central Office |
| 1. Record to outgoing logbook and forward to concerned O/B/S/Us (**which have their own timelines/ timetables, hence, not included in the processing time of PAD)**. | PAD outgoing staff/MOA Worker |  | Personnel Admin. Division, 1st Flr. Magiliw Bldg. DSWD Central Office |

For Separated Field Office Officials and Employees

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| **Steps** | **Person-in-charge** | **Processing Time** | **Location** |
| 1. Submit duly accomplished Regional Clearance Certificate | Personnel Administration Section |  | Personnel Admin. Division, 1st Flr. Magiliw Bldg. DSWD Central Office |
| 1. Prepare Central Office Clearance with complete details of MOA Worker and Print in quadruplicate copies | PAD Regional Concern Staff |  | Personnel Admin. Division, 1st Flr. Magiliw Bldg. DSWD Central Office |
| 1. Review the completeness/ correctness of the details on the CO Clearance Certificate | Section Head |  | Personnel Admin. Division, 1st Flr. Magiliw Bldg. DSWD Central Office |
| 1. Record to outgoing logbook and forward to concerned O/B/S/Us (**which have their own timelines/ timetables, hence, not included in the processing time of PAD)**. | PAD outgoing staff |  | Personnel Admin. Division, 1st Flr. Magiliw Bldg. DSWD Central Office |