GOVERNMENT OF GUAM
(GUBETNAMENTON GUAHAN)
DEPARTMENT OF ADMINISTRATION
(DIPATTAMENTON ATMENESTRASION)
(Dibision Inadilanto Yan Guinaha Para Taotao)
Post Office Box 7420 * Tamuning, Guam 96931
TEL: (671) 475-1213/1186 * FAX: (671) 477-3671

EMPLOYEE SEPARATION CLEARANCE

NAME: SSN (LAST 4):

POSITION TITLE:

DEPARTMENT/SECTION: HOME PHONE:

THE SEPARATING EMPLOYEE MUST PERSONNALY CLEAR WITH THE FOLLOWING DEPARTMENTS IN THE ORDER BELOW:

PLEASE NOTE: **YES** Indicates the employee has an **outstanding obligation** due to the agency or pending clearance. **NO** Indicates the employee is cleared with **NO outstanding obligations**.

	DEPARTMENT	OBLIGATIONS YES	OBLIGATIONS NO	CLEARED BY	CONTACT NUMBER	DATE
1.	Employee's Department / Agency	☐	☐			
2.	Department of Revenue and Taxation, Collections Branch	☐	☐			
3.	Office of the Attorney General - Child Support Enforcement Division.	☐	☐			
4.	Guam Memorial Hospital Authority, Patient Affairs Department	☐	☐			
DEPARTMENT OF ADMINISTRATION						
5.	Admin. Services and Records Branch, DOA, HR Division **(Executive Branch Line Agency Employees ONLY)**	☐	☐			
6.	IT Clearance, Office of Technology	☐	☐			
7.	Insurance Clearance, Division of Personnel Management	☐	☐			
8.	Treasurer of Guam, Distribution Window, Ground Floor **(APPRENTICE EMPLOYEES ONLY)**	☐	☐			
9.	Travel Section & Accounts Receivable, Division of Accounts	☐	☐			
10.	Treasurer of Guam, Distribution Window	☐	☐			

*** IF AN EMPLOYEE HAS AN OBLIGATION PENDING, PLEASE NOTE STATUS ON HOW PAYMENT IS MADE, OR AN ATTACHMENT EXPLAINING STATUS.**

The undersigned employee hereby acknowledges the above-mentioned certification to be true and correct.

EMPLOYEE'S SIGNATURE DATE