



GOVERNMENT OF GUAM
(GUBETNAMENTON GUAHAN)
DEPARTMENT OF ADMINISTRATION
(DIPA 7TAMENTON A TMENESTRASION)
(Dibision Inadilanto Yan Guinaha Para Taotao)
Post Office Box 7420 * Tamuning, Guam 96931
TEL: (671) 475-6771/ 475-1154



EMPLOYEE SEPARATION CLEARANCE

NAME: _____ SSN (LAST 4): _____

POSITION TITLE: _____

DEPARTMENT/SECTION: _____ HOME PHONE: _____

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.

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

DEPARTMENT		OBLIGATIONS		CLEARED BY	CONTACT NUMBER	DATE
		YES	NO			
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 Division Clearance					
8.	GFMIS IT Clearance, 2 nd floor ITC Building					
9.	Training and Dev. Branch (APPRENTICE EMPLOYEES)					
10.	Travel Section & Accounts Receivable, Division of Accounts					
11.	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