

ISSUANCE AND SIGNING OF BOC CLEARANCE

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I. OBJECTIVES

1. To facilitate the processing of BOC Clearance for separated employees in accordance with existing rules and regulations; and
2. To guide the separated employees and the concerned signatories the steps in signing BOC Clearance.

II. SCOPE

The issuance of BOC Clearance (Form hereto attached) shall cover separated employees due to retirement, resignation and transfer.

III. GUIDELINES

1. One (1) month before retirement, HRMD shall notify the retiring employee to submit to Retirement and Benefits Section the duly accomplished requirements including the BOC Clearance for processing of retirement benefits except for the Certificate of Last Payment which shall be issued on the last day of his/her service by the concerned Disbursing Officer.
2. For resignation and transfer to other government agency, HRMD shall notify the employee within a day upon receipt of letter of resignation and/or request for transfer to submit to Retirement & Benefits Section the duly accomplished BOC clearance and other pertinent requirements.
3. Prior to the processing of BOC clearance, service and/or port clearance shall be secured which include a proper turn-over of accountabilities.
4. For clearances from other government agencies, HRMD shall submit a monthly list of separated employees to the Land Bank of the Philippines, Philippine National Bank and Customs Multi-Purpose Cooperative Canteen, HRMD for issuance of corresponding Certificate of Clearance.
5. In the absence of the concerned signatories and for the continuous processing of the BOC clearance, an alternate signatory for each port/service/division should be designated.
6. The signatories of concerned offices/services shall sign the BOC clearance within an hour upon receipt of the same except for Legal Service and General Services which shall be signed within (24) hours upon receipt.
7. On the last day of service of the employee, the RFID card shall be surrendered to HRMD for OCOM and Administrative Divisions/Units for the ports, for immediate cancellation of their account number in the Land Bank of the Philippines (LBP), copy furnished the concerned Disbursing Officer.

IV. STEPS IN SIGNING THE BOC CLEARANCE

The following steps shall be followed in signing and issuing the BOC clearance:

Step 1 - As to Work Liability in the Office of the Assignment:

Proceed to the office of the District Collector/Director concerned

Step 2 - As to Money Accountability: Proceed to the Disbursing Officer concerned

Proceed to the Manager, Provident Fund Inc. (2nd Flr., CRIC Bldg.)

Step 3 – As to Other Financial Accountability:

Proceed to the Chief, Accounting Division (2[nd] Flr., OCOM, Bldg.)

Proceed to the Chief, Revenue Accounting Division (Grd Flr., CRIC Bldg.)

Step 4- As to Unliquidated Cash Advance:

Proceed to the Chief, Budget Division (2[nd] Flr., OCOM Bldg.)

Step 5 - As to Property Accountability:

Proceed to the Chief, General Services Division (Grd. Flr, OCOM Bldg.)

Proceed to the Chief, Systems Mgmt. Division, MISTG (2[ND] Flr., CRIC Bldg.)

Step 6 – As to Pending Administrative/ Criminal Case:

Proceed to the Director, Enforcement and Security Service (Grd Flr, ESS Bldg.)

Proceed to Director, Customs Intelligence and Investigation Service (Grd. Flr., CIIS Bldg.)

Proceed to Director, Legal Service (4[th] Flr., Port of Manila Bldg.)

Step 7 – As to Liability on Personnel Matter:

Proceed to the Chief, Human Resources Management Division (2[nd] Flr., OCOM Bldg.)

Step 8 – As to Approval of the BOC Clearance

Proceed to the Director, Administration Office (2[nd] Flr. OCOM Bldg.)

Proceed to the Office of the Deputy Commissioner, Internal Administration Group (Grd Flr. OCOM Bldg.)

V. EFFECTIVITY

This Order shall take effect immediately.

Adopted: 5 Nov. 2009

(SGD.) NAPOLEON L. MORALES

Commissioner

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