



Republic of the Philippines  
DEPARTMENT OF AGRICULTURE  
**NATIONAL MEAT INSPECTION SERVICE**  
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**MEMORANDUM**

**ORDER No.** 10-2011-140

**TO :** ALL REGIONAL JOB ORDER CONTRACTUAL EMPLOYEES  
ALL REGIONAL TECHNICAL DIRECTORS

**FROM :**   
for **ATTY. JANE C. BACAYO, DVM, MPA**  
Executive Director

**SUBJECT :** CLEARANCE FORM FOR REGIONAL  
JOB ORDER CONTRACTUAL EMPLOYEES

**DATE :** 26 October 2011

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All Job Order contractual employees are required to submit the prescribed Certificate of Clearance duly signed by Regional Division Heads and RTD fifteen (15) days prior to end of their respective contracts.

This will avoid the issue of discharging employees with unsettled property and/or financial liabilities either from NMIS, NMISEA or other NMIS personnel.

The Personnel Section shall, in coordination with NMISEA, publish/post the names of J.O. contractual employees whose contracts are up for review. Attached is the Regional J.O. Clearance Form 2011-01 to use.

**For compliance.**

cc:  
• Personnel Section  
• Records Unit



The production of clean, wholesome, healthy and sound meat for food is the concern of everyone.

Republic of the Philippines  
Department of Agriculture  
**NATIONAL MEAT INSPECTION SERVICE**  
Visayas, Avenue, Diliiman, Quezon City

**CERTIFICATE OF CLEARANCE**  
(Regional Job Order Contractual Personnel)

This is to certify that Mr/Ms \_\_\_\_\_  
(Print Name) (Place of Assignment)  
has been cleared of his/her accountabilities:

\_\_\_\_\_  
Regional Head, CIPAD

\_\_\_\_\_  
Regional Head, ARED

\_\_\_\_\_  
Regional Head, POID

\_\_\_\_\_  
Regional Head, MIEAID

\_\_\_\_\_  
Regional Head, MSTD

\_\_\_\_\_  
Regional Head, LSD

\_\_\_\_\_  
Regional Head, NMISEA

\_\_\_\_\_  
Regional Head, Admin.

\_\_\_\_\_  
Regional Head, Property Unit

\_\_\_\_\_  
Regional Head, Personnel Unit

\_\_\_\_\_  
Regional Technical Director

Remarks: End of the Contract on: \_\_\_\_\_