

CHECKLIST

(TRANSFER)

Clearance:

- COA Central Office clearance
- Agency clearance
- Regional Office Clearance
- Ombudsman clearance
- RA 3019 or Anti-Graft and Corrupt Practices/Pendency/Non-pendency of Administrative/Criminal Case
- Certification from the originating office of not having been assigned to the receiving agency within 1 yr. from date of transfer (Sec. 13, Rule 13 of CSC's Revised Omnibus Rules)
- Letter request for Authority to Transfer endorsed by the Director
- Request for Issuance of Certificate of No Pending Administrative Case (For Internal Affairs Office)
- Exit Survey/Interview Form