



GOVERNMENT OF GUAM
(GUBETNAMENTON GUAHAN)
DEPARTMENT OF ADMINISTRATION
(DIPATTAMENTON ATMENESTRASION)
P. O. Box 884, Hagåtña, Guam 96932
TEL: (671) 475-1101/1250



EMPLOYEE SEPARATION CLEARANCE

NAME: _____ SSN (LAST 4): _____
POSITION TITLE: _____ EMPLOYEE ID: _____
DEPARTMENT/SECTION: _____ HOME PHONE: _____

THE SEPARATING EMPLOYEE MUST PERSONNALLY 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		CLEARED BY	CONTACT NUMBER	DATE
		YES	NO			
1.	Employee's Department / Agency					
2.	University of Guam - Financial Aide Office					
3.	Department of Revenue and Taxation - Collections Branch					
4.	Office of Technology - IT Clearance					
5.	Office of the Attorney General - Child Support Enforcement Division.					
6.	Guam Memorial Hospital Authority - Patient Affairs Department					
DEPARTMENT OF ADMINISTRATION						
7.	Administrative Services and Records Branch DOA - Human Resources Division (Executive Branch Line Agency Employees ONLY)					
8.	Travel Section, Accounts Receivable, Division of Accounts, 7th Floor, ITC, Suite 707					
9.	Insurance Clearance DOA - Benefits Branch, 1st Floor, ITC					
10.	Treasurer of Guam - Distribution Window, Ground Floor (APPRENTICE EMPLOYEES ONLY)					
11.	Treasurer of Guam - Distribution Window, Ground Floor, ITC					

*** 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