

Republic of the Philippines
Province of Iloilo
Municipality of Mina
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Office of the Sangguniang Bayan

RESOLUTION No. 2017 - 113

RESOLUTION REQUIRING ALL HEADS OF OFFICES TO AFFIX THEIR SIGNATURES IN THE CLEARANCES OF THE RETIRING EMPLOYEES

WHEREAS, it is a required policy for the employees who are retiring the service to be cleared of their liabilities prior to their retirement date;

WHEREAS, it has been a usual practice that clearances of the retiring employees were signed by the selected department heads, such as his/her immediate supervisor, the human resource management officer, the municipal treasurer, employee/s concerned in the treasurer's office, the budget officer, municipal accountant, municipal engineer, and the local chief executive as the approving authority;

WHEREAS, in the present case, all department heads, other than those above-mentioned, shall now be required to sign in the clearances of those applying for retirement from the service.

NOW, THEREFORE:

BE IT RESOLVED by the Sangguniang Bayan of Mina, Province of Iloilo to pass RESOLUTION REQUIRING ALL HEADS OF OFFICES TO AFFIX THEIR SIGNATURES IN THE CLEARANCES OF THE RETIRING EMPLOYEES.

ADOPTED this 24th *day of August 2017*, on motion of *Hon. Jose G. Salanio Jr., duly seconded by Hon. Roger P. Cordero.*

APPROVED.

I hereby certify to the correctness of the foregoing Resolution.

(SGD.) MA. DAISY P. PARREÑO
Secretary to the Sanggunian

ATTESTED:

(SGD.) HON. BERNARDINO P. CHICHIRITA
Presiding Officer

APPROVED:

(SGD.) HON. REY P. GRABATO
Municipal Mayor