



Faculty Semestral End Clearance Form

This Semestral End Clearance Form is required for all faculty members of Brokenshire College at the end of each academic semester. It serves to confirm that the faculty has fulfilled all duties, returned institutional property, and settled any obligations with relevant departments.

Instructions:

1. Fill out the Employee Information section completely.
2. Proceed to each listed department/unit for clearance signing.
3. Ensure that all items in each unit's checklist are satisfied before requesting a signature.
4. Submit the completed form to the Human Resource Management Department (HRMD) for final processing.

Note: Incomplete clearance may delay processing of documents, overload pay, or reappointment for the next semester.

Employee Information

Name of Employee: _____
 Department / Program : _____
 Covered Academic Year / Semester: _____
 Date Filed: _____

OFFICES	Name and Signature	Date
1. Dean TQS, TOS, Syllabus Class Record (Prelim -) Printed Grading Sheet	_____	_____
2. Student Records Office (Registrar) Final Grade Submission and Verified (OLSIS)	_____	_____
3. LRMC (Library) All Borrowed Materials Returned	_____	_____
4. FSD (Finance / Accounting) Liquidated all cash advance and requests	_____	_____
6. HRMD <i>DTR properly submitted</i> <i>No pending HR-related requirements or issue</i> <i>Update of 201 file (if applicable)</i>	_____	_____

EMPLOYEE AFFIRMATION

I certify that I have returned all properties and fulfilled all obligations related to my role as support staff for the semester indicated. I understand that failure to comply may delay the release of any final pay, documents, or future reappointment.

Signature of Employee: _____
 Date: _____

FINAL HRMD ENDORSEMENT

This is to certify that the above-named employee has been cleared of all institutional obligations for the semester stated.

Cleared by HR Officer: _____
 Signature: _____
 Date: _____