

0 NIA BILIRAN-LYNN E. AGOSTINI ET SUR IMO  
JACOBAN CITY  
RELEASED  
JUL 18 2023  
2023  
488861  
BY: \_\_\_\_\_

The person stated below is hired for the period July 20, 2023 to December 31, 2023 for the purpose indicated opposite his name.

<u>NAME</u>	<u>DESIGNATION</u>	<u>RATE</u>	<u>PURPOSE</u>
1. Ann Gay D. Vestra	Research Assistant B	P761.72/day	Assists in the preparation of various reports of the Property and Supply Unit in the Administrative and Finance Section. Undertake procurement of auto spare parts, lubricants, and oils and accurate record-keeping, timely issuance of auto spare parts, and other tasks that may be assigned by the supervisor from time to time.

X-X

Pursuant to CSC Laws and Rules, services under this job are not considered government service considering that no employer-employee relationship exists between the individual and the government but is subject to existing COA rules and regulations.

## RECOMMENDING APPROVAL:

**AMADO G. BACLE**  
Principal Engineer C

APPROVED:

**CONRADO M. SAMSON**  
Division Manager



Republic of the Philippines  
DEPARTMENT OF AGRICULTURE  
NATIONAL IRRIGATION ADMINISTRATION  
REGIONAL OFFICE VIII (EASTERN VISAYAS)  
BILIRAN-LEYTE DEL NORTE-LEYTE DEL SUR IMO

## CLEARANCE FORM

CS Form No. 7  
Series of 2017

(Instruction at the Back)

### I. PURPOSE

December 20, 2023

Date of Application

TO: National Irrigation Administration

I hereby apply for clearance from money, property and work-related accountabilities for:

Purpose: Transfer

Resignation

Other Mode of Separation:

Retirement

Leave

Please specify:

Effectivity: December 15, 2023

Office of Assignment: NIA - Biliran-Leyte del Norte-Leyte del Sur IMO  
Marasbaras, Tacloban City

ANN GAY D. VESTRA

Name and Signature of Employee

Position/JG/Step: Research Assistant B/JG-8/Step 1

### II. CLEARANCE FROM WORK-RELATED ACCOUNTABILITIES

We hereby certify that this application is cleared of work-related accountabilities from this Unit/Office/Dept.

CONRADO M. SAMSON

Head of Office

Immediate Supervisor

### III. CLEARANCE FROM MONEY AND PROPERTY ACCOUNTABILITIES

Name of Unit/Office/Department	Cleared	Not Cleared	Name of Clearing Officer/Official	Signature
<b>1. Administrative &amp; Finance Division</b>				
a. Property Unit (All personnel in the unit must initial)	✓		MARY JOY O. CAWALING	
b. Cash Unit	✓		IRENEO E. DE CASTRO	
c. Finance Unit (Personnel/Bookkeepers in the unit)	✓		AMY A. ERGINA	
d. Administrative Unit	✓		SYLVIA P. NUEVAS	
<b>2. Agency Accredited Union/Cooperative, Etc.</b>				
<b>3. Engineering, Operation &amp; Equipment Division</b>				
a. Engineering & Operation Section	✓		AMADO O. BACILLE	

### IV. CERTIFICATION

CONRADO M. SAMSON  
Division Manager

