

OFFICE OF THE PRESIDENT

February 20, 1990

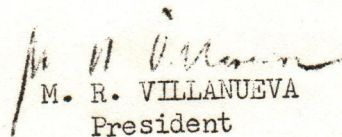
MEMORANDUM NO. 38  
Series of 1990

T O: All Unit Heads  
R E: Revised Clearance Forms

Attached are the revised forms for clearance for your guidance and information. Effective immediately these forms shall be used for the purpose of passing clearances.

1. OP Form 3 - Clearance for the purpose of retirement, resignation, separation, transfer or leave of more than three months.
2. OP Form 4 - Provisional clearance for leave of any sort for three months or less in duration.

Please secure the forms from the Personnel Office.

  
M. R. VILLANUEVA  
President