College Faculty Clearance How-to

ONLINE COLLEGE FACULTY CLEARANCE (DEPARTMENT HEAD)

Introduction

College faculty is required to accomplish clearance form every end of the semester/school year. If faculty has accountabilities, he/she should go to the concerned offices (Science Laboratory, College Library, Audio-Visual Center, Medical and Dental Clinic, Business Office, HRD) to settle them. Deans and office heads sign the form to clear them from any obligation to the school.
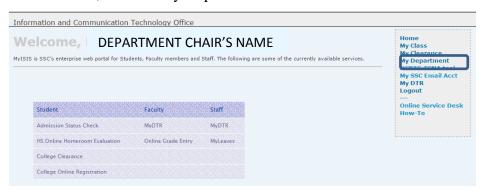
The College Faculty Clearance is designed to automate the manual process, thus, eliminates delays in signing clearance form.

The department head, as the user of this module, needs go online to check and clear faculty who submitted documents required by the department. Login to myisis.ssc,edu.ph to open the My Clearance module.
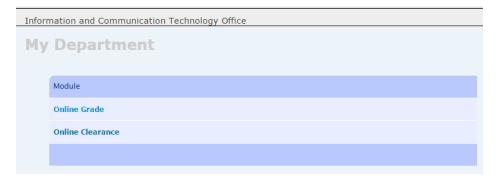
The purpose of this document is to guide users on how to use the module.
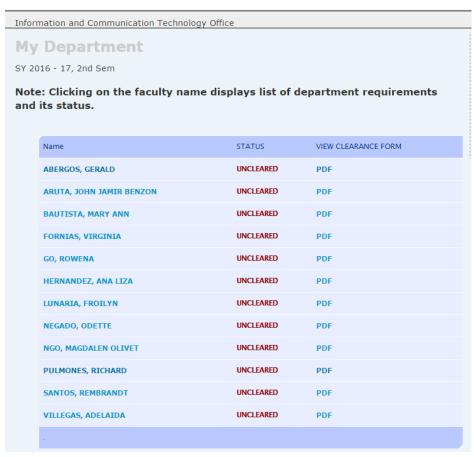
USING THE PROGRAM

1   Department head needs to login to myisis.ssc.edu.ph. Enter username and password.
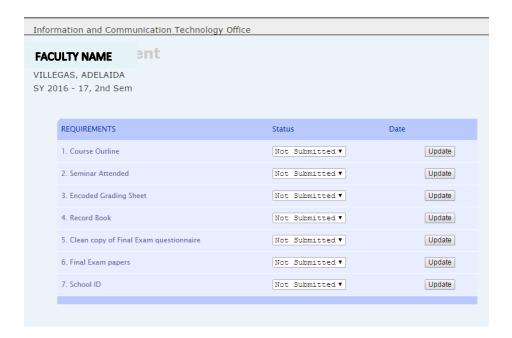
2   On menu box, click on My Department.
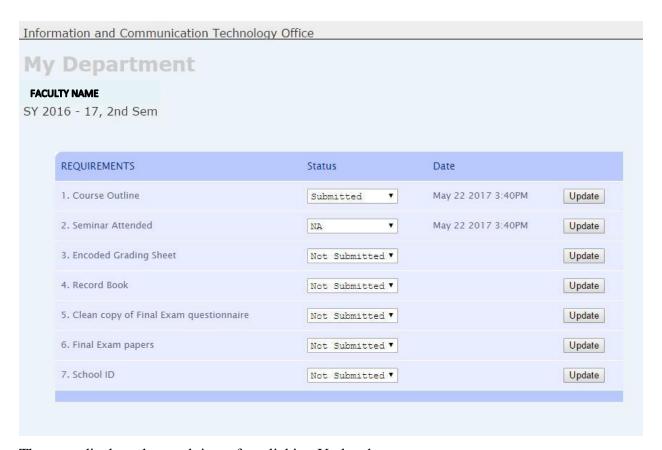

3. Click on Online Clearance.

4. The page displays clearance status of faculty. Click on faculty name.

5. Clicking on the faculty name displays list of department requirements and its status.

6. Clearance status, by default, is set to "not submitted". To change the status, click on status and choose Submitted or NA, if not applicable. Click on update button to save changes.

The page displays date and time after clicking Update button.

7. Click Back button to go back to the list of faculty.

8. To clear another faculty, click on faculty name and repeat process.

9. To display the Clearance Form, go back to the list of faculty and click on pdf to display the form of the selected faculty.

SAMPLE CLEARANCE FORM (NO DOCUMENTS/REQUIREMENTS SUBMITTED)

St. Scholastica's College

**SCHOOL OF ARTS & SCIENCE
COLLEGE FACULTY CLEARANCE**

2ND SEMESTER, SY 2016 - 17
JANUARY 16 - JUNE 15, 2017

Name:
Department: Education   **Status:** PT

Requirements to be cleared by the Department Chair	
Course Outline	submitted
Seminar Attended	NA
Encoded Grading Sheet	not submitted
Record Book	not submitted
Clean copy of Final Exam questionnaire	not submitted
Final Exam papers	not submitted
School ID	not submitted

Requirement to be cleared by the Dean's Office	
Dean's Office	unclaimed salary sheet contract

Requirements to be cleared by other offices	
Science Laboratory	
HRM / Nutrition Laboratory	
College Library	cleared
Music Library	cleared
Audio Visual Center	cleared
Medical & Dental Clinic	cleared
Business Office	cleared

HRD Office: Employment requirements	
Transcript of Records	submitted
Diploma	submitted
Birth Certificate	submitted
Baptismal Certificate	not submitted
Marriage Certificate	not submitted
Photocopy of PRC ID	submitted
TIN ID	not submitted
Pag-ibig ID	not submitted
SSS ID	not submitted
Philhealth ID/MDR	not submitted
BIR Form 2316	not submitted
NBI Clearance	not submitted
Certificate of Employment	not submitted

*Payroll:*_____

*Benefit:*_____

May 22, 2017 / 16:05

SAMPLE CLEARANCE FORM (WITH DOCUMENTS/REQUIREMENTS SUBMITTED)

St. Scholastica's College

SCHOOL OF ARTS & SCIENCE
COLLEGE FACULTY CLEARANCE

2ND SEMESTER, SY 2016 - 17
JANUARY 16 - JUNE 15, 2017

Name:

Department: Education   **Status:** PT

Requirements to be cleared by the Department Chair	
Course Outline	not submitted
Seminar Attended	not submitted
Encoded Grading Sheet	not submitted
Record Book	not submitted
Clean copy of Final Exam questionnaire	not submitted
Final Exam papers	not submitted
School ID	not submitted

Requirement to be cleared by the Dean's Office	
Dean's Office	Online faculty Info Sheet unclaimed salary sheet contract

Requirements to be cleared by other offices	
Science Laboratory	
HRM / Nutrition Laboratory	
College Library	
Music Library	
Audio Visual Center	
Medical & Dental Clinic	
Business Office	

HRD Office: Employment requirements	
Transcript of Records	submitted
Diploma	submitted
Birth Certificate	submitted
Baptismal Certificate	submitted
Marriage Certificate	submitted
Photocopy of PRC ID	submitted
TIN ID	submitted
Pag-ibig ID	submitted
SSS ID	submitted
Philhealth ID/MDR	submitted
BIR Form 2316	not submitted
NBI Clearance	not submitted
Certificate of Employment	submitted

Payroll:_____

Benefit:_____

May 16, 2017 / 14:05

SAMPLE CLEARANCE FORM OF DEPARTMENT HEAD

St. Scholastica's College

SCHOOL OF ARTS & SCIENCE
COLLEGE FACULTY CLEARANCE

2ND SEMESTER, SY 2016 - 17
JANUARY 16 - JUNE 15, 2017

Name:
Department: Education   **Status:**

Requirements to be cleared by the Department Chair	
Course Outline	not submitted
Seminar Attended	not submitted
Encoded Grading Sheet	not submitted
Record Book	not submitted
Clean copy of Final Exam questionnaire	not submitted
Final Exam papers	not submitted
School ID	not submitted
Department Course Outline 1st & @nd Semester	not submitted
Department Grading Sheets	not submitted
Department Record Books	not submitted
Department Copy of Final Exam Questionnaire	not submitted
Department Final Exam Papers	not submitted
Department Minutes of Meeting - 1st & 2nd Semester	not submitted
Annual Report	not submitted
TECO/TPPE	not submitted
Exit Interview (EDUC, IT, ND, FA, ID, PSYCH, PLOSC	not submitted
Requirement to be cleared by the Dean's Office	
Dean's Office	
Requirements to be cleared by other offices	
Science Laboratory	
HRM / Nutrition Laboratory	
College Library	
Music Library	
Audio Visual Center	
Medical & Dental Clinic	
Business Office	cleared
HRD Office: Employment requirements	
TO PROCESS YOUR REQUIREMENTS, PLEASE INFORM HRD OFFICE. THANK YOU!	

May 22, 2017 / 10:05

Note: You may print the Clearance Form, but there is no need to submit this form to HRD/Business Office.