

# College Faculty Clearance How-to

---

## ONLINE COLLEGE FACULTY CLEARANCE (DEPARTMENT HEAD)

May 2017

Issue 1.0

### 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](http://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.

Information and Communication Technology Office

Welcome, | DEPARTMENT CHAIR'S NAME

MyISIS is SSC's enterprise web portal for Students, Faculty members and Staff. The following are some of the currently available services.

Student	Faculty	Staff
Admission Status Check	MyDTR	MyDTR
HS Online Homeroom Evaluation	Online Grade Entry	MyLeaves
College Clearance		
College Online Registration		

- Home
- My Class
- My Clearance
- My Department
- My SSC Email Acct
- My DTR
- Logout
- Online Service Desk
- How-To

3. Click on Online Clearance.

Information and Communication Technology Office

My Department

- Module
- Online Grade
- Online Clearance

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

Information and Communication Technology Office

### My Department

SY 2016 - 17, 2nd Sem

**Note: Clicking on the faculty name displays list of department requirements and its status.**

Name	STATUS	VIEW CLEARANCE FORM
<a href="#">ABERGOS, GERALD</a>	UNCLEARED	<a href="#">PDF</a>
<a href="#">ARUTA, JOHN JAMIR BENZON</a>	UNCLEARED	<a href="#">PDF</a>
<a href="#">BAUTISTA, MARY ANN</a>	UNCLEARED	<a href="#">PDF</a>
<a href="#">FORNIAS, VIRGINIA</a>	UNCLEARED	<a href="#">PDF</a>
<a href="#">GO, ROWENA</a>	UNCLEARED	<a href="#">PDF</a>
<a href="#">HERNANDEZ, ANA LIZA</a>	UNCLEARED	<a href="#">PDF</a>
<a href="#">LUNARIA, FROILYN</a>	UNCLEARED	<a href="#">PDF</a>
<a href="#">NEGADO, ODETTE</a>	UNCLEARED	<a href="#">PDF</a>
<a href="#">NGO, MAGDALEN OLIVET</a>	UNCLEARED	<a href="#">PDF</a>
<a href="#">PULMONES, RICHARD</a>	UNCLEARED	<a href="#">PDF</a>
<a href="#">SANTOS, REMBRANDT</a>	UNCLEARED	<a href="#">PDF</a>
<a href="#">VILLEGAS, ADELAIDA</a>	UNCLEARED	<a href="#">PDF</a>

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

Information and Communication Technology Office

### FACULTY NAME **ant**

VILLEGAS, ADELAIDA  
SY 2016 - 17, 2nd Sem

REQUIREMENTS	Status	Date
1. Course Outline	<input type="text" value="Not Submitted"/>	<input type="button" value="Update"/>
2. Seminar Attended	<input type="text" value="Not Submitted"/>	<input type="button" value="Update"/>
3. Encoded Grading Sheet	<input type="text" value="Not Submitted"/>	<input type="button" value="Update"/>
4. Record Book	<input type="text" value="Not Submitted"/>	<input type="button" value="Update"/>
5. Clean copy of Final Exam questionnaire	<input type="text" value="Not Submitted"/>	<input type="button" value="Update"/>
6. Final Exam papers	<input type="text" value="Not Submitted"/>	<input type="button" value="Update"/>
7. School ID	<input type="text" value="Not Submitted"/>	<input type="button" value="Update"/>

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.


Information and Communication Technology Office

## My Department

**FACULTY NAME**  
SY 2016 - 17, 2nd Sem

REQUIREMENTS	Status	Date	
1. Course Outline	Submitted ▼	May 22 2017 3:40PM	Update
2. Seminar Attended	NA ▼	May 22 2017 3:40PM	Update
3. Encoded Grading Sheet	Not Submitted ▼		Update
4. Record Book	Not Submitted ▼		Update
5. Clean copy of Final Exam questionnaire	Not Submitted ▼		Update
6. Final Exam papers	Not Submitted ▼		Update
7. School ID	Not Submitted ▼		Update

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

<b>Requirements to be cleared by the Department Chair</b>	
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
<b>Requirement to be cleared by the Dean's Office</b>	
Dean's Office	unclaimed salary sheet contract
<b>Requirements to be cleared by other offices</b>	
Science Laboratory	
HRM / Nutrition Laboratory	
College Library	cleared
Music Library	cleared
Audio Visual Center	cleared
Medical & Dental Clinic	cleared
Business Office	cleared
<b>HRD Office: Employment requirements</b>	
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

<b>Requirements to be cleared by the Department Chair</b>	
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
<b>Requirement to be cleared by the Dean's Office</b>	
Dean's Office	Online faculty Info Sheet unclaimed salary sheet contract
<b>Requirements to be cleared by other offices</b>	
Science Laboratory	
HRM / Nutrition Laboratory	
College Library	
Music Library	
Audio Visual Center	
Medical & Dental Clinic	
Business Office	
<b>HRD Office: Employment requirements</b>	
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:**

<b>Requirements to be cleared by the Department Chair</b>	
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
<b>Requirement to be cleared by the Dean's Office</b>	
Dean's Office	
<b>Requirements to be cleared by other offices</b>	
Science Laboratory	
HRM / Nutrition Laboratory	
College Library	
Music Library	
Audio Visual Center	
Medical & Dental Clinic	
Business Office	cleared
<b>HRD Office: Employment requirements</b>	
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.