

College Faculty Clearance How-to

ONLINE COLLEGE FACULTY CLEARANCE (FACULTY)

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 (such as 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 faculty, as the user of this module, needs go online to check and verify his/her clearance status. 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 Faculty needs to login to myisis.ssc.edu.ph. Enter username and password.
- 2 On menu box, click on My Clearance to display Faculty Clearance page

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

3. My Clearance page displays pdf icon.

DEPARTMENT NAME: Education
SY 2016 - 17, 2nd Sem

CLICK TO VIEW CLEARANCE FORM

Note: You may print this form but there is no need to submit the form to Business Office or HRD.

4. Click pdf icon to view the clearance form.

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	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	
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	
TO PROCESS YOUR REQUIREMENTS, PLEASE INFORM HRD OFFICE. THANK YOU!	

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SAMPLE CLEARANCE FORM (WITH DOCUMENTS/REQUIREMENTS SUBMITTED)*St. Scholastica's College***SCHOOL OF ARTS & SCIENCE
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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: _____	

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