



**MINISTRY OF EDUCATION
STATE DEPARTMENT FOR TECHNICAL, VOCATIONAL EDUCATION, AND TRAINING
MASINGA TECHNICAL AND VOCATIONAL COLLEGE**

EXCEL IN TECHNOLOGY
P.O.BOX 181 – 90141 MASINGA
TEL: +254 746 327 094
Email: info@masingatechnical.ac.ke
www.masingatechnical.ac.ke



CLEARANCE AND SEPARATION FORM

An Employee Clearance Form is required for every separating employee, including employees going on an extended leave of absence without pay. It is used to ensure the return of all Masinga Technical and Vocational College items, such as keys, records, and equipment; access to all systems has been removed.

A. BIODATA

TRAINER'S NAME:	
TRAINERS CODE:	
ID NUMBER:	
BOG/PSC	
DESIGNATION:	
DEPARTMENT:	
DATE OF APPLICATION:	

B. SEPARATION APPLICATION

I, _____, confirm that _____ is my last day of work at Masinga Technical. I acknowledge that I have returned all college property, including keys and equipment, and have no outstanding financial obligations with the college. I further understand that the college may contact me through the phone number _____ in the future to request information related to my employment, and I agree to provide this information to the best of my knowledge.

Signed: _____

Date: _____

C. HEAD OF DEPARTMENT CLEARANCE

To be filled by the Head of the Department under which the staff was serving. For non-teaching staff, to be completed by the deputy principal administration.

Fill in details where applicable.

The above-named has submitted the following:

S/NO	ITEM	SIGNATURE	COMMENT
1.	Records of work for the term		
2.	Mark sheets and marked trainees' scripts for any pending assessment		
3.	Portfolio of Evidence for CDACC Classes		



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4.	Exam with marking scheme		
5.	Keys		
6.	Files and other records		
7.	Equipment		

D. CLEARANCE

To be filled by departmental heads or their representatives.

DEPARTMENT/SECTION	REMARKS (e.g., Particulars of Items Not Surrendered)	CLEARED BY:		
		NAME	DATE	SIGN
Electrical Department				
Hospitality and IM				
ICT/Computer Studies				
Mechanical Engineering				
Building Department				
Business Department				
Liberal Department				
Agriculture & Environmental Studies				
Applied Sciences				
Examination Office				
Dean of Students				
Sports Section				
Performance Contracting Office				
Industrial Liaison Office				
Registrar				



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Deputy principal academics				
Deputy Principal Administration				

E. FINANCE CLEARANCE

To be filled by the accountant

The person named earlier has been cleared for exit from the college. I have reviewed the departing staff member's financial records and determined that all financial obligations and benefits owed to them have been processed per college policy. They are owed Ksh. _____ by the college.

Payment will be availed in absentia.

I confirm that the departing staff member has returned all college property, including keys and equipment, and has no outstanding financial obligations with the college.

Sign: _____

Date: _____

F. PRINCIPAL

I declare that I have reviewed the job application and exit request of _____ and have determined that their employment with Masinga Technical and Vocational College will end on [date] _____.

I further declare that the departing teacher has complied with all applicable college policies and procedures, including but not limited to ethical standards, student privacy, and academic integrity.

Sign: _____

Date: _____