



Republic of the Philippines
Office of the President

PHILIPPINE DRUG ENFORCEMENT AGENCY

PDEA Bldg. NIA Northside Road, National Government Center, Barangay Pinyahan,
Quezon City 1100 | (02)927-9702; (02)928-4060; (02)928-0090; (02)928-6358; (02)928-5292
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_____ Date

CONFORMITY SLIP FOR REASSIGNMENT

Name of Employee: _____

Plantilla Position: _____

Designation: _____

Present Task and Responsibilities:

- 1.
- 2.
- 3.
- 4.
- 5.

We hereby agree that above-named employee be reassigned to _____
(receiving office)

From _____ effective _____
(releasing office) *(date)*

subject for approval of the Director General, PDEA.

Name and Signature of Head of Releasing Office

Name and Signature of Head of Receiving Office

Date: _____

Date: _____



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Date

CERTIFICATE OF NON MONEY/PROPERTY ACCOUNTABILITY

TO WHOM IT MAY CONCERN:

THIS IS TO CERTIFY that per available records on file in this office,
_____, has no money/property accountability as of this date.

As to date, the earned leaves of Mr./Ms. _____
are:

Vacation Leave: _____

Sick Leave: _____

Total: _____

This Certification is issued relative to his request for reassignment effective
_____.

Verified by:

Property Custodian

Disbursing Officer

Chief Admin Officer

Approved by:

Regional Director