ICT DEPARTMENT

STAFF CLEARANCE FORM

(I): DETAILS OF THE CLEARANCE OFFICER

Name:……..Staff No:…….. ID:…….

Reason for clearance (Attach Evidence):

……
……
……

(II): ICT SECTIONS

a) System Administration

Name:……..Sign:……..Date:…….

☐ Cleared

☐ Not Cleared

If not Cleared, give reason:

……
……

b) Clerical Officer/ Secretary

Name:……..Sign:……..Date:…….

☐ Cleared

☐ Not Cleared

If not Cleared, give reason:

……
……

c) User Support, Help Desk and Maintenance Section

Name:……..Sign:……..Date:…….

☐ Cleared

☐ Not Cleared

If not Cleared, give reason:

……
……

d) Training and Office Management Sensitization

Name:……..Sign:……..Date:…….

☐ Cleared

☐ Not Cleared

If not Cleared, give reason:

……
……

e) Website / Graphic Support Section

Name:……..Sign:……..Date:…….

☐ Cleared

☐ Not Cleared

If not Cleared, give reason:

……
……

f) HOD ICT Services

Name:……..Sign:……..Date:…….

☐ Cleared

☐ Not Cleared

If not Cleared, give reason:

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