

## INSTITUTE OF TROPICAL ECOLOGY AND ENVIRONMENTAL MANAGEMENT

Visca, Baybay City, Leyte, 6521-A, Philippines Telephone: +63 53 563-7497 / 565-0600 (local 1052) Email: iteem@vsu.edu.ph | Website: www.vsu.edu.ph

## **UNIVERSITY CLEARANCE**

(for Faculty and Staff)

Name: <u>ELLA MARIE G. NUÑEZ</u>	Position: PART-TIME INSTRUCT	ΓOR Signa	ature:
Address and Mobile Number: BRGY. PLA	RIDEL, BAYBAY CITY, LEYTE / 095	15004663	
Dept./Office: ITEEM	Last Day of S	ervice in VSU: <u>FEBR</u>	<u>UARY 1, 2023</u>
Purpose: [ ] Resignation [ ] Retiren	nent [ ] Transfer [ ] Study Le	eave [ / ] Othe	rs
Reason, if resignation:			
Effective Date:	-		
	Cleared of work-relate	ed accountabilities:	
	ELIZA D. ES Name and signature o		ead
The above-named faculty/staff is cleared Baybay City, Leyte.	of money, property and other respons	sibilities from units un	der VSU, Visca,
Name of Office	Name of Authorized Official	Signature	Date Signed
VP Administrative and Finance (includes units under VPPRGAS)	DANIEL LESLIE S.TAN		
VP Research, Extension & Innovation	MARIA JULIET C. CENIZA		
VP Academic Affairs (includes offices under VP for Student Affairs and Services)	BEATRIZ S. BELONIAS		
A	Approved:		
	EDGARDO E. TUL University Presid Date:	ent	

\*Note: Faculty/staff who is retiring, being separated from the service, transferring to another agency, or go on leave of absence for more than three months is required to process this clearance in five (5) copies. This clearance should be duly accomplished only within a month prior to retirement/resignation/separation/ from the service before receiving the last salary or any money due to the faculty/staff from the university. After completion of this clearance, submit all copies to the Office of the Head of Recruitment, Selection, Placement and Personnel Records (OHRSPPR). Processing of clearance certificate shall follow the order of number indicated.

Vision: Mission: A globally competitive university for science, technology, and environmental conservation. Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.