

OFFICE OF THE HEAD OF RECRUITMENT, SELECTION, PLACEMENT AND PERSONNEL RECORDS

Visca Baybay City, Leyte 6521-A, Philippines Phone/Fax: 565-0600 local 563-7323 Email Address: prpeo@vsu.edu.ph Website: www.vsu.edu.ph

UNIVERSITY CLEARANCE

(for Faculty and Staff)

Name: Jemboy M. Cadenas	Position:Part-time Instructor	Signature:	G
Address and Mobile Number: Buenavist			<u> </u>
Address and Mobile Number. <u>Duerlavist</u>	a, Obay, Bollor 7 09300001907		
Dept./Office: Department of Agricultural I	Education and Extension Last Da	y of Service in VSU:	January 28, 2022
Purpose: [] Resignation [] Retire	ment [] Transfer [] Study	Leave [/] Oth	ers End of Contract
Reason, if resignation:	2		
Effective Date: January 31, 2022			
Cleared of work-related accountabilities:			
Dr. Karen Luz P. Yap			
Name and signature of Department /Unit Head			
The above-named faculty/staff is cleared Baybay City, Leyte.	of money, property and other response	onsibilities from units	under VSU, Visca,
Daybay Only, Leyte.			
Name of Office	Name of Authorized Official	Signature	Date Signed
VP Administrative and Finance (includes units under VPPRGAS)	Dr. Daniel Leslie S. Tan		
VP Research, Extension & Innovation	Dr. Maria Juliet C. Ceniza		
VP Academic Affairs (includes offices under VP for Student Affairs and Services)	Dr. Beatriz S. Belonias		
	Approved:		
	Dr. Edgardo E. Tulin University President Date:		

*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.

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