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1. Lucilyn L. Tabrosa _____
2. Elizabeth D. Pasa _____
3. Norieta B. Bustillo _____
4. Nilda D. Gacutan _____
5. Ma. Fe A. Baslan _____
6. Nick Freddy R. Bello _____

UNIVERSITY CLEARANCE

(for Faculty and Staff)

Name: **RACHELLE C. CAÑETE**

Position: Instructor

Signature: _____

Address and Mobile Number: Purok 6 Humayan, Pangdan, City of Naga, Cebu

Dept./Office: Dept. of Pure & Applied Chemistry (DoPAC) Last Day of Service in VSU: August 2021

Purpose: ☒ Resignation ☐ Retirement ☐ Transfer ☐ Study Leave ☐ Others _____

Reason, if resignation: Pursue PhD Chemistry at University of Connecticut

Effective Date: August 1, 2021

Cleared of work-related accountabilities:

ELIZABETH S. QUEVEDO

Name and signature of Department /Unit Head

The above-named faculty/staff is cleared of money, property and other responsibilities from units under VSU, Visca, Baybay City, Leyte.

Name of Office	Name of Authorized Official	Signature	Date Signed
VP Administrative and Finance (includes units under VPPRGEA)	DANIEL LESLI S. TAN		11/10/21
VP Research and Extension	MARIA JULIET N. CENIZA		11/16/21
VP Academic Affairs (includes offices under VP for Student)	BEATRIZ S. BELONIAS	_____	_____

Approved:

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 Personnel Records and Performance Evaluation Office (PRPEO). Processing of clearance certificate shall follow the order of number indicated.