

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: HELEN GRACE F. ORACION	Position: INSTRUCTOR 1	Signature:	(N origin	
Address and Mobile Number: BRGY.	GAAS, BAYBAY CITY, LEYTE / 0907	3118005		
Dept./Office: DEPT. OF PURE AND APP	PLIED CHEMISTRY Last Day of S	Service in VSU:		
Purpose: [] Resignation [.] Retire	ment [] Transfer [] Stud	ly Leave [/]	Others Teacher's Leave	
Reason, if resignation:				
Effective Date:				
	an	elated accountabilitie	es:	
	Name and signate	Name and signature of Department /Unit Head		
The above-named faculty/staff is cleared Baybay City, Leyte.	of money, property and other resp		s under 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			
	Approved:	market 1		
	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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