

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: Myrna Rissa C. Almonite	Position: Part-time Instruc	ctor Signature:	myuna	
Address and Mobile Number: Brgy. Patag				
Dept./Office: Department of Mathematics	er 17, 2021			
Purpose: [] Resignation [] Retirem	ent [] Transfer [] Stud	dy Leave [X]Oth	ners End of Contract	
Reason, if resignation:				
Effective Date:				
	Cleared of work-r	Cleared of work-related accountabilities:		
	MA. THERESA F	. LORETO		
	Name and signat	gnature of Dean, CAS		
The above-named faculty/staff is cleared of Baybay City, Leyte.	of money, property and other res	ponsibilities from unit	s under VSU, Visca,	
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	*	· .	
	naroved:			
	pproved: EDGARDO E University Propagate: Date:	esident		

*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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