

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

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Email Address: preo@vsu.edu.ph
Website: www.vsu.edu.ph

UNIVERSITY CLEARANCE

(for Faculty and Staff)

ddress and Mobile Number			
ddress and Mobile Number:	s Last Day of Service in V	SU:	
urpose: [] Resignation [] Retirem	ent [] Transfer [x] Study	Leave [] Othe	rs:
eason, if resignation:			
ffective Date: Sept. 2022			
	Cleared of work-rela	ated accountabilities	:
		EL I. BELLEZAS of Department /Un	it Hood
	reamo and signature	or Department 7011	it rieau
aybay City, Leyte.			
Name of Office	Name of Authorized	Signature	Date Signe
Name of Office	Name of Authorized Official	Signature	Date Signed
VP Administrative and Finance		Signature	Date Signe
VP Administrative and Finance includes units under VPPRGAS)	Official	Signature	Date Signe
VP Administrative and Finance (includes units under VPPRGAS) VP Research, Extension& Innovation VP Academic Affairs (includes offices under VP for Student	DANIEL LESLIE S. TAN MARIA JULIET C. CENIZA	Signature	Date Signe
VP Administrative and Finance (includes units under VPPRGAS) VP Research, Extension& Innovation VP Academic Affairs includes offices under VP for Student	Official DANIEL LESLIE S. TAN	Signature	Date Signe
/P Administrative and Finance includes units under VPPRGAS) /P Research, Extension& Innovation /P Academic Affairs includes offices under VP for Student Affairs and Services)	DANIEL LESLIE S. TAN MARIA JULIET C. CENIZA BEATRIZ S. BELONIAS	Signature	Date Signe
VP Administrative and Finance includes units under VPPRGAS) VP Research, Extension& Innovation VP Academic Affairs includes offices under VP for Student Affairs and Services)	DANIEL LESLIE S. TAN MARIA JULIET C. CENIZA	Signature	Date Signe
VP Administrative and Finance (includes units under VPPRGAS) VP Research, Extension& Innovation VP Academic Affairs (includes offices under VP for Student Affairs and Services)	DANIEL LESLIE S. TAN MARIA JULIET C. CENIZA BEATRIZ S. BELONIAS	ULIN	Date Signe

*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.

Page 1 of 1 FM-HRM-34 v011-12-2021