

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: <u>RUEL R. BALANA</u> Pos	sition: <u>INSTRUCTOR</u>	Signature:	\sim
Address and Mobile Number: Brgy. Patag, Baybay City, Leyte 09983373022			
Dept./Office: VSU INTEGRATED HIGH SCH	HOOL Last Day of Servic	e in VSU:	
Purpose: [] Resignation [] Retiremen	nt [] Transfer [] Study	Leave [X]Other J	End of Semester
Reason, if resignation:			
Effective Date: <u>December 17, 2021</u>			
Cleared of work-related accountabilities: SHALOM GRACE C. SUGANO Name and signature of Department /Unit Head			
The above-named faculty/staff is cleared of Baybay City, Leyte.	money, property and other response	onsibilities from units u	under VSU, Visca,
Name of Office	Name of Authorized Official	Signature	Date Signed
VP Administrative and Finance (includes units under VPPRGAS) VP Research, Extension & Innovation	DANIEL LESLIE S. TAN MARIA JULIET C. CENIZA		
VP Academic Affairs (includes offices under VP for Student Affairs and Services)	BEATRIZ S. BELONIAS		
Approved:			

EDGARDO E. TULIN

University President

Date:

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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