



UNIVERSITY CLEARANCE

(for Faculty and Staff)

Name: Mr. ELSON I. LECCIONES JR. Position: IHK Part-Time Instructor Signature:

Address and Mobile Number: Brgy. Gaas, Baybay City, Leyte – 0906-6371-621

Dept./Office: Institute of Human Kinetics Last Day of Service in VSU: December 24, 2021

Purpose: ☐ Resignation ☐ Retirement ☐ Transfer ☐ Study Leave ☐ Others: End of Contract

Reason, if resignation: _____

Effective Date: December 25, 2021

Cleared of work-related accountabilities:

CHARIS B. LIMBO

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 VPPRGAS)	<u>DANIEL LESLIE S. TAN</u>	_____	_____
VP Research, Extension & Innovation	<u>MARIA JULIET C. CENIZA</u>	_____	_____
VP Academic Affairs (includes offices under VP for Student Affairs and Services)	<u>BEATRIZ S. BELONIAS</u>	_____	_____

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 Office of the Head of Recruitment, Selection, Placement and Personnel Records (OHRSPPR). Processing of clearance certificate shall follow the order of number indicated.