



**VISAYAS**  
STATE UNIVERSITY

**ECO-FARM AND  
RESOURCE MANAGEMENT  
INSTITUTE**

**UNIVERSITY CLEARANCE**  
(for Faculty and Staff)

Name: JEROME O. ARRIBADO Position: Instructor II Signature: [Signature]

Address and Mobile Number: BRGY. PANGASUGAN, BAYBAY CITY, LEYTE / 0930 676 8674

Dept./Office: ECO-FARM Last Day of Service in VSU: 07/31/2025

Purpose: ☐ Resignation ☐ Retirement ☐ Transfer ☐ Study Leave ☐ Others \_\_\_\_\_

Reason, if resignation: \_\_\_\_\_

Effective Date: 08/01/2025

Cleared of work-related accountabilities:

SUZETTE B. LINA

Name and signature of Dean/Department 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>MOISES NEIL V. SERIÑO</u>	_____	_____
VP Research, Extension & Innovation	<u>SANTIAGO T. PEÑA, JR.</u>	_____	_____
VP Academic Affairs (includes offices under VP for Student Affairs and Services)	<u>ROTACIO S. GRAVOSO</u>	_____	_____

Approved:

PROSE IVY G. YEPES

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 thirty (30) days or more 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 Recruitment, Selection, Placement and Personnel Records Office (RSPPRO). Processing of clearance certificate shall follow the order of number indicated.



**ECO-FARM AND RESOURCE MANAGEMENT INSTITUTE**  
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