



UNIVERSITY CLEARANCE

(for Faculty and Staff)

Name: Jay Bernard T. Cutamora Position: Part-Time Instructor Signature: [Signature]

Address and Mobile Number: DA Shedhouse, Upper Campus, VSU, Baybay City, Leyte / 09274023517

Dept./Office: Department of Agronomy Last Day of Service in VSU: February 1, 2023

Purpose: [] Resignation [] Retirement [] Transfer [] Study Leave [☒] Others End of Contract

Reason, if resignation: _____

Effective Date: _____

Cleared of work-related accountabilities:

[Signature]

RUTH O. ESCASINAS

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.



February 6, 2022

Dr. Beatriz S. Belonias
Vice President for Academic Affairs
Visayas State University
Visca, Baybay City, Leyte

Dear Dr. Belonias:

I am writing this letter to authorize **Ms. Loreme S. Cagande**, a regular faculty member of the department, to take charge of the basic academic records and to accommodate queries of my students regarding the completion of grades and other academic concerns. This is in view of my contract as a part-time instructor ended effective June 18, 2022.

Rest assured that necessary documents, such as physical copies of students' basic academic records of all the subjects I handled, have been turned over to Ms. Loreme S. Cagande.

Very truly yours:


JAY BERNARD T. CUTAMORA

Certified received the documents as stated:


LOREME S. CAGANDE

Recommending approval:


RUTH O. ESCASINAS
DA, Department Head

VICTOR B. ASIO
CAFS, Dean

Approved:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs

cc: Office of the University Registrar