VISAYAS
STATE UNIVERSITY

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: MARY ROSE S. COYME   Position: INSTRUCTOR   Signature: _____

Address and Mobile Number: Brgy. Macabug, Ormoc City, Leyte

Dept./Office: VSU INTEGRATED HIGH SCHOOL   Last Day of Service in VSU: _____

Purpose: [   ] Resignation   [   ] Retirement   [   ] Transfer   [   ] Study Leave   [X] Other End of Semester

Reason, if resignation: _____

Effective Date: December 17, 2021

Cleared of work-related accountabilities:

SHALOM GRACE C. SUGANO
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)	**DANIEL LESLIE S. TAN**		
VP Research, Extension & Innovation	**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: _____

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: A globally competitive university for science, technology, and environmental conservation.
Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

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