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FM-HRM-34-2022-1220-83139

**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.phWebsite: www.vsu.edu.ph
UNIVERSITY CLEARANCE
(for Faculty and Staff)
Name: Karl John A. Galvez Position: Instructor I Signature: [Signature]

Address and Mobile Number: _____

Dept./Office: Department of Economics Last Day of Service in VSU: _____Purpose: ☐ Resignation ☐ Retirement ☐ Transfer ☐ Study Leave ☒ Others: Teacher's Leave

Reason, if resignation: _____

Effective Date: July 2-August 29, 2022

Cleared of work-related accountabilities:

MARIA HAZEL V. BELLEZAS

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>	<u>[Signature]</u>	<u>DEC 23 2022</u>
VP Research, Extension & Innovation	<u>MARIA JULIET C. CENIZA</u>	<u>[Signature]</u>	<u>8/31/23</u>
VP Academic Affairs (includes offices under VP for Student Affairs and Services)	<u>BEATRIZ S. BELONIAS</u>	<u>[Signature]</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.

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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