

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: pree@vsu.edu.ph Website: www.vsu.edu.ph

UNIVERSITY CLEARANCE

(for Faculty and Staff)

Baybay City, Leyte. Name of Authorized	Name: <u>ULYSSES A. CAGASAN</u> P	osition: Assoc. Prof. 5	Signature:	6
Purpose: [] Resignation [] Retirement [] Transfer [] Study Leave [/] Others: Sabbatical Reason, if resignation: NA Effective Date: September 1, 2022 to July 31, 2023 Cleared of work-related accountabilities: 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, Visc Baybay City, Leyte. Name of Authorized Official VP Administrative and Finance (Includes units under VPPRGAS) VP Research, Extension & Innovation VP Academic Affairs (Includes offices under VP for Student Affairs and Services) Approved: EDGARDO E. TULIN University President Date:	Address and Mobile Number: Apt. 21 Kilb	ourne Drive, VSU, Visca, Bayb	ay City. Leyte	
Effective Date: September 1, 2022 to July 31, 2023 Cleared of work-related accountabilities: 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, Viscos Baybay City, Leyte. Name of Office Name of Authorized Official VP Administrative and Finance (includes units under VPPRGAS) VP Research, Extension & Innovation VP Academic Affairs (includes offices under VP for Student Affairs and Services) Approved: EDGARDO E. TULIN University President Date:	Dept./Office: Department of Agronomy	Last Day of Sei	rvice in VSU: August 31	2022
Cleared of work-related accountabilities: 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, Viscos Baybay City, Leyte. Name of Office Name of Authorized Official VP Administrative and Finance (includes units under VPPRGAS) VP Research, Extension & Innovation VP Academic Affairs (includes offices under VP for Student Affairs and Services) Approved: EDGARDO E. TULIN University President Date:	Purpose: [] Resignation [] Retireme	ent []Transfer []Stu	udy Leave [/] O	thers: <u>Sabbatical</u>
Cleared of work-related accountabilities: ###################################	Reason, if resignation: <u>NA</u>			
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Name of Office Name of Authorized Official PANIEL LESLIE S. TAN WARIA JULIET C. CENIZA Approved: EDGARDO E. TULIN University President Date: University President Date: University President Date: University President Date: University President Date: University President Date: University President Date: University President Date: University President Date: University President Date: University President Date: University President Date: University President Date:		Cleared of work	-related accountabilities	;
Name of Office Name of Authorized Official VP Administrative and Finance (includes units under VPPRGAS) VP Research, Extension & Innovation VP Academic Affairs (includes offices under VP for Student Affairs and Services) Approved: EDGARDO E. TULIN University President Date:		<u>RUŤH</u> Name and signa	O. ESCASINAS ature of Department /Un	
VP Administrative and Finance (includes units under VPPRGAS) VP Research, Extension & Innovation VP Academic Affairs (includes offices under VP for Student Affairs and Services) Approved: EDGARDO E. TULIN University President Date: Date Signe Date Signe Date Signe Date Signe Date Signe DANIEL LESLIE S. TAN MARIA JULIET C. CENIZA PAPPROVED: EDGARDO E. TULIN University President Date:	The above-named faculty/staff is cleared o Baybay City, Leyte.	f money, property and other re	sponsibilities from units	under VSU, Visca,
(includes units under VPPRGAS) VP Research, Extension & Innovation VP Academic Affairs (includes offices under VP for Student Affairs and Services) BEATRIZ S. BELONIAS Approved: EDGARDO E. TULIN University President Date:	Name of Office		Signature	Date Signed
VP Research, Extension & Innovation VP Academic Affairs (includes offices under VP for Student Affairs and Services) Approved: EDGARDO E. TULIN University President Date:		DANIEL LESLIE S. TAN		-
(includes offices under VP for Student Affairs and Services) Approved: EDGARDO E. TULIN University President Date:	VP Research, Extension & Innovation			
University President Date:	(includes offices under VP for Student	BEATRIZ S. BELONIAS		V
University President Date:	Ar	pproved:		
Date:			ULIN	
Note: Faculty/staff who is retiring, being separated from the service, transferring to another agency, or go on leave of absence for more than		from the service transferring to anoth-	eragency orgoon leave of s	heance for more than thro

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.

Processing of clearance certificate shall follow the order of number indicated.

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).

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