



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

UNIVERSITY CLEARANCE
(for Faculty and Staff)

Name: BASILIO E. TAN JR. Position: SECURITY GUARD 1 Signature: [Signature]
Address and Mobile Number: C. ARELLANO ST. BAYBAY CITY 0936 5330886
Dept./Office: ODDRM VSU Last Day of Service in VSU: JANUARY 31, 2022
Purpose: [] Resignation [☒] Retirement [] Transfer [] Study Leave [] Others _____
Reason, if resignation: _____
Effective Date: FEBRUARY 1, 2022

Cleared of work-related accountabilities

JULIUS S. ABELA

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	<u>[Signature]</u>	<u>1/24/22</u>
VP Research, Extension & Innovation	Maria Juliet C. Ceniza	<u>[Signature]</u>	
VP Academic Affairs (includes offices under VP for Student Affairs and Services)	Beatriz S. Belonias	<u>[Signature]</u>	<u>1/31/22</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.