



## UNIVERSITY CLEARANCE

(for Faculty and Staff)

Name: ROTSSEN B. LABISORES Position: Instructor 1 Signature: \_\_\_\_\_

Address and Mobile Number: \_\_\_\_\_

Dept./Office: Department of Meteorology Last Day of Service in VSU: \_\_\_\_\_

Purpose: [ ☐ ] Resignation [ ☐ ] Retirement [ ☐ ] Transfer [ ☐ ] Study Leave [ ☐ ] Others Teacher's Leave

Reason, if resignation: \_\_\_\_\_

Effective Date: \_\_\_\_\_

Cleared of work-related accountabilities:

**CHARLIE S. ANDAN**

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<br>(includes units under VPPRGAS)                     | DANIEL LESLIE S. TAN        | _____     | _____       |
| VP Research, Extension & Innovation   | MARIA JULIET C. CENIZA      | _____     | _____       |
| VP Academic Affairs<br>(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.*