



UNIVERSITY CLEARANCE

(for Faculty and Staff)

Name: Lucia S. Norris Position: Asst. Professor I Signature: [Signature]
Address and Mobile Number: Sto. Niño, Bontoc, Sr. Leyte 09487330201
Dept./Office: VSN IHS Last Day of Service in VSU: March 11, 2022
Purpose: [] Resignation [X] Retirement [] Transfer [] Study Leave [] Others _____
Reason, if resignation: _____
Effective Date: March 12, 2022

Cleared of work-related accountabilities:

[Signature]
SHARON GRACE C. SUBANO
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 L. TAN</u>		
VP Research, Extension & Innovation	<u>MARIA JULIET CENIZA</u>	<u>[Signature]</u>	
VP Academic Affairs (includes offices under <u>VP for Student Affairs and Services</u>)	<u>BEATRIZ S. BELONIAS</u>	<u>[Signature]</u>	<u>5/5/22</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.