

CAS INTERNAL CLEARANCE
Visca, Baybay City, Leyte

THE DEAN
College of Arts & Sciences
Visayas State University
Visca, Baybay City, Leyte

**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.ph
Website: www.vsu.edu.ph

Sir/Madam:

THIS IS TO CERTIFY that Cara Luz Buar of the Dept. of Physics
is cleared of all accountabilities / responsibilities:

Purpose:

Training [] Summer vacation [] Sick leave [] Maternity leave

[] Study leave [] Retirement [X] Others: End of Contract

CLARIFICATION

(Faculty and Staff)

CTOR

Signature: [Signature]

Signature/Date:

Visca Baybay City, Leyte 09508204786

Last Day of Service in VSU: _____

Transfer [] Study Leave [/] Others End of Contract

Cleared of work-related accountabilities:

REV RHIZZA L. AURE

Name and signature of Department /Unit Head

Approved MA. THERESA P. LORETO
CAS Dean

The above named faculty/staff is cleared of all work-related 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>	_____	_____
VP Research, Extension & Innovation	<u>MA. JULIET C. CENIZA</u>	_____	_____
VP Academic Affairs (includes offices under VP for Student Affairs and Services)	<u>BEATRIZ S. BELONIAS</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: A globally competitive university for science, technology, and environmental conservation.
Mission: Development of a highly competitive university.