

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)

Address and Mobile Number: Macnohol			
Dept./Office: ITEEM		e in VSU: June	•
Purpose: [] Resignation [] Retiren	nent [] Transfer [] Study	Leave [🗸]	Others <u>End of contr</u>
Reason, if resignation:			
Effective Date:			
	Cleared of work-rel	ated accountabilitie	es:
	E1170 A	EŚPINOSA	
	Name and signatur		nit Head
he above-named faculty/staff is cleared aybay City, Leyte.	of money, property and other response	onsibilities from unit	s under VSU, Visca,
•		onsibilities from unit	s under VSU, Visca,
	of money, property and other responses Name of Authorized Official	onsibilities from unit	b under VSU, Visca, Date Signed
aybay City, Leyte.	Name of Authorized		
Name of Office P Administrative and Finance	Name of Authorized		
Name of Office P Administrative and Finance	Name of Authorized Official		
Name of Office P Administrative and Finance includes units under VPPRGAS)	Name of Authorized Official		
Name of Office	Name of Authorized Official DANIEL LESLIE S. TAN		
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Name of Office P Administrative and Finance includes units under VPPRGAS) P Research, Extension & Innovation P Academic Affairs includes offices under VP for Student infairs and Services)	Name of Authorized Official DANIEL LESLIE S. TAN MARIA JULIET C. CENIZA		
Name of Office P Administrative and Finance includes units under VPPRGAS) P Research, Extension & Innovation P Academic Affairs includes offices under VP for Student infairs and Services)	Name of Authorized Official DANIEL LESLIE S. TAN MARIA JULIET C. CENIZA BEATRIZ S. BELONIAS	Signature	

*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: 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. Page 1 of 1 FM-HRM-34 v0 11-12-2021