

## 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: <a href="mailto:pree@vsu.edu.ph">pree@vsu.edu.ph</a> Website: www.vsu.edu.ph

## UNIVERSITY CLEARANCE

(for Faculty and Staff)

Name: Maria Aries O. Poliquit P	osition: <u>Instructor (Part-Time)</u>	Signature:	4
Address and Mobile Number: Brgy. S	ta.Cruz, Baybay City, Leyte/091	56505743	/
Dept./Office: Dept. of Business and	Management Last Day of Se	rvice in VSU: Dec	ember 17, 2021
Purpose: [ ] Resignation [ ] Retirer	ment [ ] Transfer [ ] Study	Leave [ ] Others	End of Contract
Reason, if resignation:			
Effective Date:			
	ANGELIT	A L. PARADERO re of Department /Ur	
	d of manay, property and other resp.	oneihilities from units	s under VSU Visca
The above-named faculty/staff is cleared Baybay City, Leyte.	of money, property and other response	onsibilities nom and	y under 100, 1.00g
Baybay only, Loyto.			*
Name of Office	Name of Authorized Official	Signature	Date Signed
VP Administrative and Finance (includes units under VPPRGAS)	DANIEL LESLIE S. TAN		
VP Research, Extension & Innovation	MARIA JULIET C. CENIZA		
VP Academic Affairs (includes offices under <u>VP for Student</u> Affairs and Services)	BEATRIZ S. BELONIAS		
	Approved:		
	EDGARDO E. University Pre		

\*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

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