



UNIVERSITY CLEARANCE
(for Faculty and Staff)

Name: **VANESSA MAY B. MILAN**

Position: **ADMIN AIDE IV**

Signature: 

Address and Mobile Number: **BRGY. PANGASUGAN, BAYBAY CITY, LEYTE / 09465270292**

Dept./Office: **ECO-FARM**

Last Day of Service in VSU: **July 15, 2024**

Purpose: ☐ Resignation ☐ Retirement ☐ Transfer ☐ Study Leave ☐ Others _____

Reason, if resignation: **Work Outside VSU**

Effective Date: **July 16, 2024**

Cleared of work-related accountabilities:



JEROME O. ARRIBADO

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)	ELWIN JAY V. YU		
VP Research, Extension & Innovation	SANTIAGO T. PEÑA, JR.		
VP Academic Affairs (includes offices under VP for Student Affairs and Services)	ROTACIO S. GRAVOSO		

Approved:

PROSE IVY G. YEPES

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 thirty (30) days or more 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 Recruitment, Selection, Placement and Personnel Records Office (RSPPRO). Processing of clearance certificate shall follow the order of number indicated.*