



ECO-FARM AND RESOURCE MANAGEMENT INSTITUTE

Visca, Baybay City, Leyte, PHILIPPINES Telephone: (053) 565 0600; local: 1040 Website: www.vsu.edu.ph

UNIVERSITY CLEARANCE

(for Faculty and Staff)

Name: VANESSA MAY B. MILAN	Position: ADMIN AIDE IV	Signature: 400	anv
Address and Mobile Number: BRGY, PA	ANGASUGAN, BAYBAY CITY, LE	YTE / 09465270292	
Dept./Office: ECO-FARMI	Last Day of Service in VSU: July 15, 2024		
Purpose: [/] Resignation [] Retirer	ment [] Transfer [] Stud	dy Leave [] (Others
Reason, if resignation: Work Outside VS	<u>SU</u>		
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 Baybay City, Leyte.	d of money, property and other res	ponsibilities from unit	s under VSU, Visca,
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 University Pr 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.

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

No.