



UNIVERSITY CLEARANCE (for Faculty and Staff)

Name: Geronimo T. Tumalak

Position: Admin Aide I

Signature:

Address and Mobile Number: Brgy. Guadalupe Baybay City, Leyte - 09364363495

Dept./Office: Physical Plant Office (PPO)

Last Day of Service in VSU: January 15, 2022

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

Reason, if resignation: _____

Effective Date: January 15, 2022 ju

Cleared of work-related accountabilities:

MARIO LILIO VALENZONA

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) <u>ja</u>	DANIEL LESLIE S. TAN	<u></u>	<u>12/10/21</u>
VP Research, Extension & Innovation	MARIA JULIET C. CENIZA <u>mi</u>	<u></u>	<u>10/15/21</u>
VP Academic Affairs (includes offices under VP for Student Affairs and Services)	BEATRIZ S. BELONIAS <u>bel</u>	<u></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