

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)

Name: Rufina F. Capuno Position:	Assoc. Professor II	Oignaturoi _	
ddress and Mobile Number:	Last Day of Service in V	(CI)	
ept./Office: Department of Economics	Last Day of Service III v	30.	
urpose: [] Resignation [] Retireme	ent [] Transfer [] Study	Leave [x] Othe	rs: <u>Teacher's Leave</u>
eason, if resignation:			
ffective Date:			
	Cleared of work-related accountabilities		3:
	MARIA HAZ Name and signatur	nit Head	
he above-named faculty/staff is cleared	of money, property and other resp	onsibilities from units	s under VSU, Visca,
aybay City, Leyte.			
aybay City, Leyte.			
Name of Office	Name of Authorized Official	Signature	Date Signed
Name of Office VP Administrative and Finance	Name of Authorized	Signature	Date Signed
Name of Office VP Administrative and Finance (includes units under VPPRGAS)	Name of Authorized Official	Signature	Date Signed
	Name of Authorized Official DANIEL LESLIE S. TAN MARIA JULIET C. CENIZA	Signature	Date Signed
Name of Office VP Administrative and Finance (includes units under VPPRGAS) VP Research, Extension& Innovation VP Academic Affairs (includes offices under VP for Student	Name of Authorized Official DANIEL LESLIE S. TAN	Signature	Date Signed
Name of Office VP Administrative and Finance (includes units under VPPRGAS) VP Research, Extension& Innovation VP Academic Affairs (includes offices under VP for Student Affairs and Services)	Name of Authorized Official DANIEL LESLIE S. TAN MARIA JULIET C. CENIZA	Signature	Date Signed

*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 v011-12-2021 No. DOE-2022-04