



**UNIVERSITY CLEARANCE**  
(for Faculty and Staff)

Name: TALISAYSAY, ESTHER G. Position: Administrative Aide VI Signature: \_\_\_\_\_

Address and Mobile Number: A. Mabini St., Baybay City, Leyte

Dept./Office: SPPMO/Procurement Last Day of Service in VSU: October 22, 2015

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

Reason, if resignation: \_\_\_\_\_

Effective Date: \_\_\_\_\_

Cleared of work-related accountabilities:

JESSAMINE C. ECLEO  
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>DILBERTO O. FERRAREN</u>	_____	_____
VP Research, Extension & Innovation	<u>MARIA JULIET C. CENIZA</u>	_____	_____
VP Academic Affairs (includes offices under VP for Student Affairs and Services)	<u>BEATRIS S. BELONIAS</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*



**VISAYAS**  
STATE UNIVERSITY

**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: [prpeo@vsu.edu.ph](mailto:prpeo@vsu.edu.ph)  
Website: [www.vsu.edu.ph](http://www.vsu.edu.ph)

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*Completion of this clearance, submit all copies to the Office of the Head of Recruitment, Selection, Placement and Personnel Records (OHRSPPR).  
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**Vision:** A globally competitive university for science, technology, and environmental conservation.  
**Mission:** Development of a highly competitive human resource, cutting-edge scientific knowledge  
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