



INSTITUTE FOR STRATEGIC RESEARCH AND DEVELOPMENT STUDIES

Visayas State University Visca, Baybay City, Leyte PHILIPPINES Phone/Fax: +63 563 7695 Email: isrds@vsu.edu.ph Website: www.vsu.edu.ph

UNIVERSITY CLEARANCE

(for Faculty and Staff)

Name: MERRY JEAN A. CAPARAS	Position: INSTRUCTOR 1	_ Signature:/	Mapa
Address and Mobile Number: BARAN	NGAY CALUNASAN, MERIDA LEY	TE, 6540	
Dept./Office: INSTITUTE FOR STRAT	EGIC RESEARCH AND DEVELOP	MENT STUDIES_	
Last Day of Service in VSU: 31 MAY 2	2024_		
Purpose: [√] Resignation [] Retire	ement [] Transfer [] Stud	y Leave [] (Others
Reason, if resignation: To pursue PhD			
Effective Date: 1 JUNE 2024			
	Cleared of work-r	elated accountabilitie	s:
LILIAN B. NUÑEZ Name and signature of Department /Unit Head			
The above-named faculty/staff is clear Baybay City, Leyte.	ed of money, property and other res	oonsibilities from unit	s under VSU, Visca,
Name of Office	Name of Authorized Official	Signature	Date Signed
VP Administrative and Finance (includes units under VPPRGAS)	EDGARDO E. TULIN		,
VP Research, Extension & Innovation	DENNIS P. PEQUE	,	-
VP Academic Affairs (includes offices under VP for Student Affairs and Services)	BEATRIZ S. BELOÑIAS		
	Approved:		
	OIC Universi 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 completion of this clearance, submit all copies to the Office of the Head of

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.

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No. 2024-160



RECRUITMENT, SELECTION, PLACEMENT AND PERSONNEL RECORDS OFFICE

Visca Baybay City, Leyte 6521-A, Philippines Phone/Fax: 565-0600 local 563-7323 Email Address: prpeo@vsu.edu.ph Website: www.vsu.edu.ph

EXCERPT FROM THE APPROVED MINUTES OF THE

January 24, 2024 3:30 PM **Academic Personnel Board Meeting OVPAA Conference Room**

The letter endorsement of IRSDS Personnel Committee for the resignation of Ms. Merry Jean A. Caparas effective June 01, 2024. To be followed for a formal request for Ms. Caparas replacement.

Thereupon, below is the APB action which was approved by the OIC, University President.

APB Action:

APB Resolution No. 86

Series of 2024

Attesting the validity of the endorsement of ISRDS to accept the resignation of Ms. Merry Jean A. Caparas effective June 01, 2024.

January 24, 2024

Certified True and Correct:

APB Secretary

cc: Dr. Lilian B. Nuñez, Director, ISRDS

Phone: +63 53 565 0600 Local 1060



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