



UNIVERSITY CLEARANCE
(for Faculty and Staff)

Name: MERRY JEAN A. CAPARAS Position: INSTRUCTOR 1 Signature: 

Address and Mobile Number: BARANGAY CALUNASAN, MERIDA LEYTE, 6540

Dept./Office: INSTITUTE FOR STRATEGIC RESEARCH AND DEVELOPMENT STUDIES

Last Day of Service in VSU: 31 MAY 2024

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

Reason, if resignation: To pursue PhD

Effective Date: 1 JUNE 2024

Cleared of work-related accountabilities:

LILIAN B. NUÑEZ

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)	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:

DANIEL LESLIE S. TAN

OIC 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 completion of this clearance, submit all copies to the Office of the Head of*



EXCERPT FROM THE APPROVED MINUTES OF THE
January 24, 2024 3:30 PM
Academic Personnel Board Meeting
OVPAAC 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 IRSDS to accept the resignation of Ms. Merry Jean A. Caparas effective June 01, 2024.

January 24, 2024

Certified True and Correct:


JENNIFER E. ANDO
APB Secretary

cc: **Dr. Lilian B. Nuñez**, Director, IRSDS