



VISAYAS
STATE UNIVERSITY

DEPARTMENT OF
ECONOMICS

UNIVERSITY CLEARANCE
(for Faculty and Staff)

Name: **Karl John A. Galvez**

Position: **Instructor I**

Signature:

Address and Mobile Number: **Apt 25, Kilbourne Drive, Pangasugan, Baybay City, Leyte 09217285032**

Dept./Office: **Dept. of Economics** Last Day of Service in VSU: _____

Purpose: ☐ Resignation ☐ Retirement ☐ Transfer ☐ Study Leave ☐ Others: **Termination of contract**

Reason, if resignation: _____

Effective Date: _____

Cleared of work-related accountabilities:

LEMUEL S. PRECIADOS

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) | MOISES NEIL V. SERINO | _____ | _____ |
| VP Research, Extension & Innovation | SANTIAGO T. PENA, JR. | _____ | _____ |
| VP Academic Affairs (includes offices under VP for Student Affairs and Services) | ROTACIO S. GRAVOSO | _____ | _____ |

Approved: _____

PROSE IVY G. YEPES

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 thirty (30) days or more 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 Recruitment, Selection, Placement and Personnel Records Office (RSPPRO). Processing of clearance certificate shall follow the order of number indicated.



DEPARTMENT OF ECONOMICS

Visayas State University, Baybay City, Leyte

Email: doe@vsu.edu.ph

Website: www.vsu.edu.ph

Phone: +63 53 565 0600 Local 1024

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