



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

Name: Ganessa Rose L. Gongora-Cuevas Position: Media Production Specialist II Signature: [Signature]

Address and Mobile Number: Brgy. Gabas, Baybay City Leyte | 0912 0974 865

Dept./Office: Office of the Director for Extension

Last Day of Service in VSU: July 30, 2024

Purpose: ☐ Resignation ☐ Retirement ☐ Transfer ☐ Study Leave ☒ Others: Maternity Leave  
Reason, if resignation: \_\_\_\_\_

Effective Date: July 31, 2024

Cleared of work-related accountabilities:

[Signature]  
**ANTONIO B. ABAMO, Ph.D.**

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>[Signature]</u> <b>ELWIN JAY V. YU, MD.</b>	<u>[Signature]</u>	<u>7/2/2024</u>
VP Research, Extension & Innovation	<b>SANTIAGO T. PEÑA, JR., Ph.D</b>	<u>[Signature]</u>	<u>8/5/24</u>
VP Academic Affairs (includes offices under VP for Student Affairs and Services)	<b>ROTACIO S. GRAVOSO, Ph.D.</b>	<u>[Signature]</u>	<u>7/9/24</u>

Approved:

[Signature]  
**PROSE IVY G. YEPES, EdD**  
University President  
Date: JUL 10 2024

\*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.