



## DEPARTMENT OF AGRICULTURAL AND BIOSYSTEMS ENGINEERING

Visca, Baybay City, Leyte, PHILIPPINES Telefax: +63 53 565 0600 Local 1015

Email: dabe@vsu.edu.ph Website: www.vsu.edu.ph

## **UNIVERSITY CLEARANCE**

(for Faculty and Staff)

Name: MA. GRACE C. SUMARIA	Position: INSTRUCTOR III	Signature: The Co	gumaro
Address and Mobile Number: ZONE 5, BRGY. PATAG, BAYBAY CITY/ 09093905057  Dept./Office: DABE Last Day of Service in VSU: September 26, 2024			
Reason, if resignation: N/A		-	
Effective Date: 01 October 2024			
	Cleared of work-	related accountabilities	S:
	8	Deep	
		<b>N P. DÉ PADUA</b> ture of Department /Ur	nit Head
The above-named faculty/staff is cleared	ed of money, property and other res	sponsibilities from units	s under VSU, Visca,
Baybay City, Leyte.			
Name of Office	Name of Authorized Official	Signature	Date Signed
Name of Office  VP Administrative and Finance (includes units under VPPRGAS)		Signature	Date Signed
VP Administrative and Finance	Official	Signature	
VP Administrative and Finance (includes units under VPPRGAS)  VP Research, Extension &	Official ELWIN JAY V. YU	Signature	alum
VP Administrative and Finance (includes units under VPPRGAS)  VP Research, Extension & Innovation  VP Academic Affairs (includes offices under VP for Student	Official  ELWIN JAY V. YU  SANTIAGO T. PEÑA JR.	Signature	alum
VP Administrative and Finance (includes units under VPPRGAS)  VP Research, Extension & Innovation  VP Academic Affairs (includes offices under VP for Student	Official  ELWIN JAY V. YU  SANTIAGO T. PEÑA JR.  ROTACIO S. GRAVOSO  Approved:	3. YEPES	alum
VP Administrative and Finance (includes units under VPPRGAS)  VP Research, Extension & Innovation  VP Academic Affairs (includes offices under VP for Student	Official  ELWIN JAY V. YU  SANTIAGO T. PEÑA JR.  ROTACIO S. GRAVOSO  Approved:	3. YEPES	alum

\*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.

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.

Page 1 of 1 FM-HRM-34 v0 11-12-2021