

**CASH OFFICE**

Visca, Baybay City, Leyte, PHILIPPINES
Telefax: +63 53 565 0600; Local 1011
Email: cash.division@vsu.edu.ph
Website: www.vsu.edu.ph

UNIVERSITY CLEARANCE

(for Faculty and Staff)

Name: **VALERIE C. VALENZONA** Position: **Admin. Officer I (Cashier I)** Signature:

Address and Mobile Number: **Brgy. Pangasugan Baybay City Leyte / 09504441319**

Dept./Office: **Cash Office** Last Day of Service in VSU: **December 04, 2023**

Purpose: ☐ Resignation ☐ Retirement ☐ Transfer ☐ Study Leave ☐ Others **Maternity Leave (60 days)**
Reason, if resignation: _____

Effective Date: **December 05, 2023**

Cleared of work-related accountabilities:

QUEEN EVER Y. ATUPAN

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)	DANIEL LESLIE S. TAN		11/29/23
VP Research, Extension & Innovation	MA. JULIET C. CENIZA		11/29/2023
VP Academic Affairs (includes offices under VP for Student Affairs and Services)	BEATRIZ S. BELONIAS		11/29/2023

Approved:

DANIEL LESLIE S. TAN

OIC-University President

Date: **11/29/2023**

*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 (OHRSPRR). Processing of clearance certificate shall follow the order of number indicated.

Vision: A globally competitive university for science, technology, and environmental conservation.
Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.