



UNIVERSITY CLEARANCE

(for Faculty and Staff)

Name: SHEERWINA MAE G. BALOTITE Position: ASST. PROFESSOR II Signature:

Address and Mobile Number: VSU, Visca, Baybay City, Leyte

Dept./Office: DEPARTMENT OF TEACHER EDUCATION Last Day of Service in VSU: JUNE 07, 2024

Purpose: ☐ Resignation ☐ Retirement ☐ Transfer ☒ Study Leave ☐ Other

Reason, if resignation: _____

Effective Date: _____

Cleared of work-related accountabilities:

SHALOM GRACE S. VEGA

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)	 DR. ELWIN JAY V. YU		7/14/24
VP Research, Extension & Innovation	 DR. SANTIAGO T. PEÑA JR.		7/14/2024
VP Academic Affairs (includes offices under VP for Student Affairs and Services)	 DR. ROTACIO S. GRAVOSO		07/22/24

Approved:

DR. PROSE IVY G. YEPES

President

Date: _____

RECEIVED
#034-24-259
23 JUL 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.



VISAYAS
STATE UNIVERSITY



**HUMAN RESOURCE
MANAGEMENT
OFFICE**

**EXCERPT FROM THE APPROVED MINUTES OF THE
11th Academic Personnel Board Meeting**

*OVPAA Conference Room
May 29, 2024*

The letter request of VSUIHS Personnel Committee to hire nine (9) Part-time Instructors for the 1st Semester AY 2024-2025. Ms. Balotite will be on study leave for the 1st Semester AY 2024-2025.

Thereupon, below is the APB action which was approved by the University President.

APB Action:

APB Resolution No. 210
Series of 2024

Attesting the validity of the request to hire nine (9) Part-time Instructors for 1st Semester AY 2024-2025. The (8) Part-time Instructors will be charged to LGU Baybay Funds while the additional Part-Time Instructor will be charged to VSU Funds.

May 29, 2024

Certified True and Correct:


JENNIFER E. ANDO
APB, Secretary

Cc: Dr. Shalom Grace C. Sugano-Vega, Principal, VSU Integrated High School

**RECRUITMENT, SELECTION,
PLACEMENT AND PERSONNEL
RECORDS OFFICE**

Visayas State University, Baybay City, Leyte
Email: odahrd@vsu.edu.ph
Website: www.vsu.edu.ph
Phone: +63 53 565 0600 Local 1060



Management
System
ISO 9001:2015
www.tuv.com
ID: 970888289

