



## UNIVERSITY CLEARANCE

(for Faculty and Staff)

Name: TRISHIA JADE C. ACILO Position: INSTRUCTOR I Signature: [Signature]

Address and Mobile Number: 1029 Lawis St. Poblacion Albuera, Leyte, 09128752169

Dept./Office: DEPARTMENT OF PLANT BREEDING & GENETICS Last Day of Service in VSU: JULY 30, 2021

Purpose: ☐ Resignation ☐ Retirement ☐ Transfer ☒ Study Leave ☐ Others \_\_\_\_\_

Reason, if resignation: \_\_\_\_\_

Effective Date: \_\_\_\_\_

Cleared of work-related accountabilities:

ROMMEL M. GARDIDO JR.  
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 VPPRGEA)✓	<u>REMBERTO A. PATINDOL</u>	<u>[Signature]</u>	<u>7/29/21</u>
VP Research and Extension	<u>MARIA JULIET C. CENIZA</u>	<u>[Signature]</u>	<u>8-2-21</u>
VP Academic Affairs (includes offices under VP for Student)	<u>BEATRIZ S. BELONIAS</u>	<u>[Signature]</u>	<u>8-3-21</u>

Approved:

EDGARDO E. TULIN  
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 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 Personnel Records and Performance Evaluation Office (PRPEO). Processing of clearance certificate shall follow the order of number indicated.