



UNIVERSITY CLEARANCE
(for Faculty and Staff)

RECEIVED
22 APR 2025
HRMD
J. S. Flores

Name: **ERLY S. ESGUERRA**

Position: **ADMINISTRATIVE OFFICER IV**

Signature: J. S. Flores

Address and Mobile Number: **Emilio Jacinto St., Zone 23, Poblacion Baybay City, Leyte /**

Dept./Office: **BUDGETING**

Last Day of Service in VSU: **March 13, 2025**

Purpose: ☐ Resignation ☐ Retirement ☐ Transfer ☐ Study Leave ☐ Others **Maternity Leave**

Reason, if resignation: _____

Effective Date: **March 14, 2025 - May 13, 2025**

Cleared of work-related accountabilities:

Alicia M. Flores
ALICIA M. FLORES

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)	MOISES NEIL V. SERIÑO	<u>[Signature]</u>	03/27/25
VP Research, Extension & Innovation	SANTIAGO T. PEÑA JR.	<u>[Signature]</u>	4/16/2025
VP Academic Affairs (includes offices under VP for Student Affairs and Services)	ROTACIO S. GRAVOSO	<u>[Signature]</u>	04/21/2025

Approved:

Prose Ivy G. Yepes
PROSE IVY G. YEPES

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 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.



BUDGETING

Visayas State University, 1ST FLR. ADMIN. BLDG Baybay City, Leyte

Email: Alicia.flores@vsu.edu.ph

Website: www.vsu.edu.ph

Phone: +63 53 565 0600 Local 1009