



17 March 2021

MEMORANDUM CIRCULAR NO. 30
Series of 2021

T O: All Concerned

R E: Use of Short Clearance Form for Faculty and Staff in Compliance with the requirements of the Anti-Red Tape law (RA 8495) and the Ease of Doing Business Law (RA 11032)

The university long clearance form involves 31 signatures, not to mention the undetermined number of signatories or initials in some department/units which appears to be in major violation of the intents and purposes of the above-mentioned laws (RA 8495 and RA 11032).

In compliance with the requirements of RA 8495 and RA 11032, and with the university's ISO certification, improvement and efficiency of this process are aspired. In view hereof, the proposal on the use of short clearance whereby limiting to only three (3) signatories was presented and was duly approved by the VSU Board of Regents per BOR Resolution No. 46, series of 2020.

To ensure that the concerned faculty is cleared from money, property, and other responsibilities from the university, the following procedures/conditions are to be complied/implemented before the signing of the clearance:

1. The three (3) Vice Presidents – VP for Administration and Finance, VP for Academic Affairs, and VP for Research, Extension, and Innovation are identified as signatories of the short clearance.
2. Offices of the identified VPs should assign one regular staff to maintain an updated database of employees with accountabilities ("hit list") from their respective offices/units and or from other concerned units under different VP. Please see the table below for reference.
3. During the processing of the clearance, signatories can safely affix their signatures to the clearance of the employees who are not on the "hit list".
4. However, an employee who is on the "hit list" must be informed of his/her accountabilities from the concerned unit/s. A certification from the unit/s concerned declaring that the accountability has been settled shall be submitted to serve as the basis for the Vice President to finally affix his/her signature.
5. Finally, the University President shall approve the clearance after all the three VPs have signed the clearance form. Attached is the approved short clearance form as Annex A hereof.

All employees are presumed to have financial and property accountabilities. Thus, due to the volume of records, the Property Office and Accounting Office are no longer required to submit their "hit list" to the Vice President for Administration and Finance. Employees seeking clearance should first secure a certification from these two offices before submitting their clearance to the Vice President for Administration and Finance.

Effective immediately, all units should submit a "hit list" or list of employees with accountabilities from their unit to the concerned Vice President weekly for constant monitoring and updating of the list collated by the assigned staff.


The table below shows the signatories of the short clearance, the units under his/her coverage, and its applicability.

Head of Units/Office as Signatory	Applicability
Vice President for Administration and Finance To ensure that the outgoing employee has no property and financial accountabilities from units under the Vice President for Administration and Finance and the Office of the Vice President for Planning, Resource Generation and Auxiliary Services	Both faculty and staff
Vice President for Academic Affairs (Library, Graduate School and USSO are required to submit weekly to Registrar's Office a list of faculty and staff with unsubmitted reports, unreturned books and other accountabilities from their respective units) To ensure that all administrative and financial accountabilities from units under the VPAA and the VP for Student Affairs and Services have been complied/ submitted by the faculty securing clearance.	Both faculty and staff
Vice President for Research, Extension and Innovation To ensure that terminal reports of research and extension projects and other accountabilities from the offices under the Vice President for Research and Extension have been submitted by the faculty concerned.	Faculty only

All VPs and units concerned are given one month from the issuance of this memorandum to facilitate the collection and updating of their "hit lists" in preparation for the efficient implementation of this new clearance form.

The use of this short clearance form (Annex A) shall therefore take effect after a month from the issuance of this memorandum. The long clearance with several signatories that are now in the process can still be accepted until June 30, 2021, only.

For the guidance and compliance of all concerned.


EDGARDO E. TULIN
 President



UNIVERSITY CLEARANCE
(for Faculty and Staff)

Name: _____ Position: _____ Signature: _____

Address and Mobile Number: _____

Dept./Office: _____ Last Day of Service in VSU: _____

Purpose: [] Resignation [] Retirement [] Transfer [] Study Leave [] Others _____

Reason, if resignation: _____

Effective Date: _____

Cleared of work-related accountabilities:

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)	_____	_____	_____
VP Research, Extension & Innovation	_____	_____	_____
VP Academic Affairs (includes offices under VP for Student Affairs and Services)	_____	_____	_____

Approved:

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 Office of the Head of Recruitment, Selection, Placement and Personnel Records (OHRSPRR). Processing of clearance certificate shall follow the order of number indicated.