



EXCERPT FROM THE APPROVED MINUTES OF THE
97th VSU Board of Regents Meeting
28 April 2020

Visayas State University
(by Teleconference)

Proposal to Revise the VSU Long Clearance

The Board passed

BOR Resolution No. 46, s. 2020

A Resolution Approving the Proposal to Revise the VSU Long Clearance to Comply with the Requirements of the Anti-Red Tape Law (RA 8495) and the Ease of Doing Business Law (RA 11032).

(attached: BOR approved proposal)

BOARD ACTION : **APPROVED**
Date : 28 April 2020

Certified True and Correct:

FRANCISCO G. GABUNADA, JR.
Board Secretary

Cc: OP
OVPI
ODAHRD
PRPEO
Graduate School
Finance Office
Budget Office
Accounting Office
4 Component Campuses

Proposal to Revise the VSU Long Clearance to Comply 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. These numbers of signatories violate the intents and purposes of the above mentioned laws (RA 8495 and RA 11032).

With the university aspiring to be ISO certified and to improve the efficiency in this process in compliance with RA 8495 and RA 11032, it is proposed to shorten the clearance form by limiting the required signatories to three (3) with the concerned units required to submit regularly to the Vice President concerned, if possible, a weekly updated list of faculty and staff with accountabilities from their respective units. Said updated list of accountabilities shall serve as hit list for clearance purposes. A faculty and staff not in the hit list shall be considered as cleared from a particular unit and the Vice President is already mandated to sign the clearance of the faculty concerned.

Head of Units/Office as Signatory	Applicability either to Faculty or Administrative Staff
<p>1. Vice President for Admin. and Finance</p> <p>Reason: To ensure that the outgoing employee has no property and financial accountabilities from units under the Vice President for Admin. and Finance and the Office of the Vice President for Planning, Resource Generation and Internal Affairs.</p>	<p>- both faculty and staff</p>
<p>2. 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)</p> <p>Reason: To ensure that all administrative and financial accountabilities from units under the VPAA and the VP for Students have been complied/submitted by the faculty securing clearance.</p>	<p>- both faculty and staff</p>
<p>3. Vice President for Research and Extension</p> <p>Reason: 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.</p>	<p>- faculty only</p>

The clearance form shall be approved by the President. Attached is the draft clearance form as herein proposed.



UNIVERSITY CLEARANCE

(for Faculty and Staff)

Name: _____ Position: _____ Signature: _____

Address and Mobile Number: _____

Dept./Office: _____ Last of 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 VPPRGEA)	_____	_____	_____
VP Research and Extension	_____	_____	_____
VP Academic Affairs (includes offices under VP for Student)	_____	_____	_____

Approved:

University President

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.