



VISAYAS
STATE UNIVERSITY

DEPARTMENT OF
**ARTS, LANGUAGES &
LITERATURE**

UNIVERSITY CLEARANCE
(for Faculty and Staff)

Name: Paula Nadrea M. Paquibulan Position: Instructor III Signature: [Signature]

Address and Mobile Number: Bay. Sta. Margarita Hilongos, Leyte 09620809361

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

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

Reason, if resignation: _____

Effective Date: August 18, 2025

Cleared of work-related accountabilities:

[Signature]
CHERRY N. ROLA

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)	<u>[Signature]</u> <u>HOISES NEIL V. SERINO</u>	<u>[Signature]</u>	<u>11/25/24</u>
VP Research, Extension & Innovation	<u>SANTIAGO T. PEÑA, JR.</u>	<u>[Signature]</u>	<u>10/27/24</u>
VP Academic Affairs (includes offices under VP for Student Affairs and Services)	<u>ROTACIO S. GRAYOSO, JR.</u>	<u>[Signature]</u>	<u>12/1/25</u>

Approved:

[Signature]
PROSE 104 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.



**DEPARTMENT OF
ARTS, LANGUAGES, & LITERATURE**
Visayas State University PQWW+C45 Baybay City, Leyte
Email: dall@vsu.edu.ph
Website: www.vsu.edu.ph
Phone: +63 53 565 0600 Local 1028

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