



UNIVERSITY CLEARANCE

(for Faculty and Staff)

Name: **EUTQUIO E. SUDARIA**

Position: **Professor VI**

Signature:

Address and Mobile Number: **ZONE 5, BRGY. GUADALUPE, BAYBAY CITY, LEYTE**

Dept./Office **NCRC-V, VSU, Visca, Baybay City, Leyte**

Last Day of Service in VSU: **DEC. 28, 2021**

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

Reason, if resignation: _____

Effective Date: **Dec. 29, 2021**

Cleared of work-related accountabilities:

MARISEL A. LEORNA

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)

DANIEL LESLIE S. TAN

VP Research, Extension & Innovation

MARIA JULIET C. CENIZA

VP Academic Affairs
(includes offices under VP for Student
Affairs and Services)

BEATRIZ S. BELONIAS

12-9-21

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