



VISAYAS

STATE UNIVERSITY

UNIVERSITY REGISTRAR

1/F Administration Building
Visca, Baybay City, Leyte
Telefax: +63 53 563 7067; +63 53 565 0600
local 1010
Email: registrar@vsu.edu.ph
Website: www.vsu.edu.ph

RECEIVED
16 AUG 2023

UNIVERSITY CLEARANCE (for Faculty and Staff)

Name: Ma. Epifania Tudtud Position: Registrar IV Signature: _____

Address and Mobile Number: Visca, Baybay City, Leyte 0917 305 2302

Dept./Office: University Registrar's Office Last Day of Service in VSU: Dec. 31, 2019

Purpose: ☐ Resignation ☒ Retirement ☐ Transfer ☐ Study Leave ☐ Others _____

Reason, if resignation: N/A

Effective Date: _____

Cleared of work-related accountabilities:

MARWEN A. CASTANEDA

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)	DR. DANIEL LESLIE S. TAN		
VP Research, Extension & Innovation	DR. MARIA JULIET C. CENIZA		
VP Academic Affairs (includes offices under VP for Student Affairs and Services)	DR. BEATRIZ S. BELONIAS		8/09/23

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.

Vision:
Mission:

A globally competitive university for science, technology, and environmental conservation.
Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

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