



# VISAYAS

STATE UNIVERSITY

## OFFICE OF THE HEAD OF RECRUITMENT, SELECTION, PLACEMENT AND PERSONNEL RECORDS

Visca Baybay City, Leyte 6521-A, Philippines  
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05 DEC 2023

### UNIVERSITY CLEARANCE (for Faculty and Staff)

Name: CECILIO M. BENITEZ Position: Administrative Aide I Signature: [Signature]

Address and Mobile Number: BRGY. KILIM, BAYBAY CITY, LEYTE - 09173105475

Dept./Office: Institute of Tropical Ecology & Environmental Mngt. Last Day of Service in VSU: December 31, 2023

Purpose: [ ] Resignation [X] Retirement [ ] Transfer [ ] Study Leave [ ] Others \_\_\_\_\_

Reason, if resignation: \_\_\_\_\_

Effective Date: January 1, 2024

Cleared of work-related accountabilities:



FM-HRM-34-2023-0908-144151

ELIZA D. ESPINOSA

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<br>(includes units under VPPRGAS)                     | <u>DANIEL LESLIE S. TAN</u>   | <u>[Signature]</u> |                |
| VP Research, Extension & Innovation   | <u>MARIA JULIET C. CENIZA</u> | <u>[Signature]</u> | <u>9/11/23</u> |
| VP Academic Affairs<br>(includes offices under VP for Student Affairs and Services) | <u>BEATRIZ S. BELONIAS</u>    | <u>[Signature]</u> | <u>9/15/23</u> |

Approved:

DANIEL LESLIE S. TAN  
EDGARDO E. TULIN  
University President  
Date: 12/5/23

\*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.

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

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