

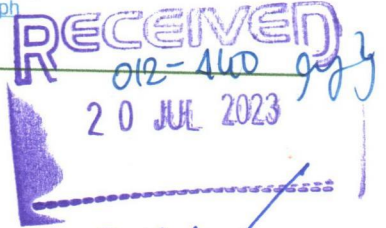


VISAYAS

STATE UNIVERSITY

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

Visca Baybay City, Leyte 6521-A, Philippines
Phone/Fax: 565-0600 local 563-7323
Email Address: prpeo@vsu.edu.ph
Website: www.vsu.edu.ph



UNIVERSITY CLEARANCE (for Faculty and Staff)

Name: JESSAMINE C. ECLEO Position: Info. Systems Analyst I Signature: [Signature]
Address and Mobile Number: Apt. 102 Warner, VSU, Visca, Baybay City, Leyte
Dept./Office: Procurement Office Last Day of Service in VSU: _____
Purpose: ☐ Resignation ☐ Retirement ☐ Transfer ☐ Study Leave ☒ Others Maternity Leave
Reason, if resignation: _____
Effective Date: August 7, 2023

Cleared of work-related accountabilities:

RYSAN C. GUINOCOR
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

Approved:

EDGARDO E. TULIN
University President
Date: 7/20/23

*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 (OHRSPPR). 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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