



RECEIVED

15 MAR 2022

UNIVERSITY CLEARANCE (for Faculty and Staff)

Name: SANDRA C. TIU Position: ADM. ASST. III Signature: [Signature]

Address and Mobile Number: #807 M.L QUEZON ST., BAYBAY CITY, LEYTE (0927-533-1914)

Dept./Office: ACCOUNTING OFFICE Last Day of Service in VSU: APRIL 07, 2022

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

Reason, if resignation: _____

Effective Date: APRIL 8, 2022

Cleared of work-related accountabilities:

[Signature]
NICK FREDDY R. BELLO

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>DANIEL LESLIE S. TAN</u>	<u>[Signature]</u>	<u>3/8/22</u>
VP Research, Extension & Innovation	<u>MARIA JULIETA C. LONIZA</u>	<u>[Signature]</u>	<u>1/11/22</u>
VP Academic Affairs (includes offices under VP for Student Affairs and Services)	<u>BEATRIZ S. BELONIAS, PhD</u>	<u>[Signature]</u>	<u>1/13/22</u>

Approved:

[Signature]
EDGARDO E. TULIN

University President

Date: 3/14/22

*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.



SPMO INTERNAL CLEARANCE

Name: Sandra C. Tiu

Position: Admin Assistant III

Department/Office: Accounting

This is to **CERTIFY** that the above name personnel is cleared of all property accountabilities from our office.

Purpose:

☐ Resignation


☐ Study Leave

☒ Retirement

☐ Others

☐ Transfer

Approved by:


ALICIA M. FLORES
Head, SPMO *881 3/4/22*



CERTIFICATION

This is to certify that **SANDRA C. TIU**, Admin Assistant III from Accounting Office has no financial accountability in our office.

Given this 8th day of March 2022 at the Visayas State University, Visca, Baybay City, Leyte.

NICK FREDDY R. BELLO
OIC Head, Accounting Office *3/8*