



09/19/18
9/21/18

VISAYAS STATE UNIVERSITY
Visca, Baybay City, Leyte

CLEARANCE FOR FACULTY/STAFF



Name EDILBERTO L. GONZAGA, JR.
Dept./Office VSU Laboratory High School

Position Instructor
Last day of Service in VSU _____

Faculty/staff who is retiring, resigning, 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 before receiving the last salary or any money due the faculty/employee from the university. After completion of this clearance return all copies to the Human Resource Management and Development Office (PRPEO).

The above named faculty/staff is cleared of money, property and other responsibilities from VSU, Visca, Baybay City, Leyte as indicated below:

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

Effective Date: August 1, 2018

Until further notice faculty/employee's address: Apartment 7, VSU, Visca, Baybay City, Leyte

Reason if resignation: N/A 09168860048

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16. VFA/AdPA	<u>Edilberto L. Gonzaga</u> EDILBERTO L. GONZAGA		

APPROVED:

Edgardo E. Tulin
EDGARDO E. TULIN
University President