



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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Email Address: prpeo@vsu.edu.ph
Website: www.vsu.edu.ph

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OP 5/24/23

012-401
25 MAY 2023

UNIVERSITY CLEARANCE (for Faculty and Staff)

Name: RAQUEL H. DOHILING

Position: Administrative Officer II

Signature: [Signature]

Address and Mobile Number: Apartment 44, Kilbourne Drive, VSU Lower Campus, Baybay City, Leyte / 09510344062

Dept./Office: Vice President for Administration and Finance

Last Day of Service in VSU: June 16, 2023

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

Reason, if resignation: Not applicable

Effective Date: June 17, 2023 – September 17, 2023.

Cleared of work-related accountabilities:

[Signature]

DANIEL LESLIE S. TAN

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>MAY 24 2023</u>
VP Research, Extension & Innovation	<u>MARIA JULIET C. CENIZA</u>	<u>[Signature]</u>	<u>4/19/23</u>
VP Academic Affairs (includes offices under VP for Student Affairs and Services)	<u>BEATRIZ S. BELONIAS</u>	<u>[Signature]</u>	<u>4/20/23</u>

Approved:

[Signature]
EDGARDO E. TULIN
University President
Date: 5/25/23

*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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v0 11-12-2021

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