



UNIVERSITY CLEARANCE (for Faculty and Staff)

Name: TRIANA F. SOROÑO Position: INSTRUCTOR I Signature: [Signature]

Address and Mobile Number: BRGY. CONSUEGRA, LEYTE, LEYTE (0917 106 2996)

Dept./Office: DABE Last Day of Service in VSU: 17 JULY 2024

Purpose: [] Resignation [] Retirement [] Transfer [] Study Leave [X] Others MATERNITY

Reason, if resignation: N/A

Effective Date:

Cleared of work-related accountabilities:

[Signature]
ELDON P. DE PADUA 05/27/2024

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>[Signature]</u> ELWIN JAY V. YU MOISES NEIL V. SERINO	<u>[Signature]</u>	
VP Research, Extension & Innovation	<u>[Signature]</u> SANTIAGO T. PEÑA JR.	<u>[Signature]</u>	6/11/24
VP Academic Affairs (includes offices under VP for Student Affairs and Services)	<u>[Signature]</u> ROTACIO S. GRAVOSO ALELI A. VILLOCINO	<u>[Signature]</u>	7/11/24

Approved:

[Signature]
PROSE IVY G. YEPES
University President
Date: _____

RECEIVED
034-24-241
16 JUL 2024
gs

*Note: Faculty/staff who is retiring, being separated from the service, transferring to another agency, or go on leave of absence for thirty (30) days or more 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 Recruitment, Selection, Placement and Personnel Records Office (RSPPRO). Processing of clearance certificate shall follow the order of number indicated.

0879