

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

Website: www.vsu.edu.ph

UNIVERSITY CLEARANCE

(for Faculty and Staff)

Name:	Mariel	E.	Lacambra

Position: College Librarian I

Signature:

Address and Mobile Number: Apt.92, Kilbourne St., VSU, Brgy Pangasugan, Baybay City, Leyte / 09991057669

Dept./Office: Office of the Chief Librarian

Last Day of Service in VSU: March 10, 2022

Purpose: [] Resignation [] Retirement

[] Transfer [] Study Leave [/] Others: Medical Leave

(Magna Carta)

Reason, if resignation:

Effective Date: March 10, 2022

Cleared of work-related accountabilities:

VICENTE A. GILOS

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

VP Academic Affairs (includes offices under VP for Student Affairs and Services)

BEATRIZ S BELONIAS

Approved:

University President

Date:

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: Mission: A globally competitive university for science, technology, and environmental conservation. Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

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OFFICE OF THE HEAD OF SUPPLY AND PROPERTY MANAGEMENT

Visca, Baybay City, Leyte, PHILIPPINES Telefax: 563-7190 Email: propertyvsu@gmail.com Website: www.vsu.edu.ph

SPMO INTERNAL CLEARANCE

Name: Mariel E. Lacambra Position:	College L	ibrarian I
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Department/Office: Office of the Chief Librarian

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

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Purpose:		
Resignation	Study Leave	
Retirement	Others: Medical Leave (Magna Carta)	
Transfer		

Approved by:

ALICIA M. FLORES
Head, SPMO 148 3/18/22



Mission:



OFFICE OF THE HEAD OF ACCOUNTING

Visca, Baybay City, Leyte, PHILIPPINES Telefax: 565-0600-1006 Email: accounting@vsu.edu.ph Website: www.vsu.edu.ph

CERTIFICATION

This is to certify that **MARIEL E. LACAMBRA**, College Librarian I from Office of the Chief Librarian has no financial accountability in our office.

Given this 21st day of March 2022 at the Visayas State University, Visca, Baybay City, Leyte.

NICK FREDDY R. BELLO
OIC Head, Accounting Office

