



UNIVERSITY CLEARANCE (for Faculty and Staff)

Name: June Carlo B. Quab Position: Substitute Instructor Signature: June Carlo B. Quab
Address and Mobile Number: Lanoy, Maasin City, Southern Leyte 09201043848
Dept./Office: Dept. of Pure and Applied Chemistry Last Day of Service in VSU: December 31, 2019
Purpose: ☐ Resignation ☐ Retirement ☐ Transfer ☐ Study Leave ☒ Others End of contract
Reason, if resignation: _____
Effective Date: January 03, 2020

Cleared of work-related accountabilities:

JACOB GLENN F. JANSALIN
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 LERIE S. TAN		11/10/21
VP Research, Extension & Innovation	MARIA JULIET B. CENZAGA		11/16/21
VP Academic Affairs (includes offices under VP for Student Affairs and Services)	BEATRIZ S. PELONIAS		12/9/21

Approved:

EDGARDO E. TULING
University President
Date: _____

*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.