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10 OCT 2023

UNIVERSITY CLEARANCE
(for Faculty and Staff)

Name: JOSEPH E. PADILLA Position: INSTRUCTOR I Signature:

Address and Mobile Number: Unit 88, Kilbourne Drive, VSU Lower Campus, Visca, Baybay City 09959728112

Dept./Office: Department of Arts, Languages and Literature Last Day of Service in VSU: September 24, 2023

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

Reason, if resignation: _____

Effective Date: September 25, 2023 – September 24, 2024

Cleared of work-related accountabilities:

MARIA VANESSA E. GABUNADA

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	 MARIA JULIET C. CENIZA		
VP Academic Affairs (includes offices under VP for Student Affairs and Services)	 BEATRIZ S. BELONIAS		

Approved:

EDGARDO E. TULIN

University President

Date: 10/16/23

*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.