



UNIVERSITY CLEARANCE (for Faculty and Staff)

Name: **NELSON H. TEJARA**

Position: **INSTRUCTOR I**

Signature:

Address and Mobile Number: **Hilongos, Leyte**

Dept./Office: **VSU INTEGRATED HIGH SCHOOL**

Last Day of Service in VSU: _____

Purpose: ☐ Resignation ☐ Retirement ☐ Transfer ☐ Study Leave ☐ Others: **Teachers Leave**

Reason, if resignation: _____

Effective Date: **July 8, 2023**

Cleared of work-related accountabilities:

SHALOM GRACE C. SUGANO

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)	DR. DANIEL LESLIE S. TAN		7/9/23
VP Research, Extension & Innovation	DR. MARIA JULIET C. CENIZA		
VP Academic Affairs (includes offices under VP for Student Affairs and Services)	DR. BEATRIZ S. BELONIAS		

Approved:

DR. EDGARDO E. TULIN
University President
Date: **8/18/23**

*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.