

## OFFICE OF THE HEAD OF RECRUITMENT, SELECTION, PLACEMENT AND PERSONNEL RECORDS

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17 MAR 2023

## **UNIVERSITY CLEARANCE**

(for Faculty and Staff)

Name: SEREGENA RUTH L. MARTI	Position: Asso. Prof. V		munt
Address and Mobile Number: Apt	.82, Kilbourne Drive, Vi	sea / 0960	6558800
Dept./Office: DLABS Last Day of Service in VSU:			
Purpose: [ ] Resignation [ ] Retire	ement [ ] Transfer [ ] Study Le	eave [X] Others S (Rest 8	abbatical Leave & Renewal)
Reason, if resignation:			
Effective Date: January 2023			
	Cleared of work-rela	ated accountabilities	i.
JETT C. QUEBEC  Name and signature of Department /Unit Head			
The above-named faculty/staff is clea Baybay City, Leyte.	red of money, property and other respo	nsibilities from units	under VSU, Visca,
Name of Office	Name of Authorized Official	Signature	Date Signed
VP Administrative and Finance (includes units under VPPRGAS)	DANIEL LESLIE S. TAN	TOW	FEB 1 5 20231
VP Research, Extension & Innovation	MARIA JULIET C. CENIZA	Alu what	12/12/22 27
VP Academic Affairs (includes offices under VP for Student Affairs and Services	BEATRIZ S. BELONIAS	Jag-	3/14/23
	Approved:		
University President  Date: 3 17 123			
*Note: Faculty/staff who is retiring, being so	eparated from the service, transferring to another	er agency, or go on leave	e of absence for more tha

\*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.

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. Page 1 of 1 FM-HRM-34 v0 11-12-2021

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