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VISAYAS
STATE UNIVERSITY



COLLEGE OF
**VETERINARY
MEDICINE**

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04 JAN 2024

UNIVERSITY CLEARANCE

(for Faculty and Staff)

Name: **NNEKA MAILEE C. DE LOS REYES** Position: **Administrative Assistant III**

Signature:

Address and Mobile Number: **Brgy. Marcos, Baybay City, Leyte 09610568154**

Dept./Office: **College of Veterinary Medicine** Last Day of Service in VSU: **December 31, 2023**

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

Reason, if resignation: **better opportunities offered**

Effective Date: **January 1, 2024**

Cleared of work-related accountabilities:

HARVIE P. PORTUGALIZA

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)	<u>EDGARDO E. TULIN</u>		<u>1/3/24</u>
VP Research, Extension & Innovation	<u>MARIA JULIET S. CENIZA</u>		<u>12/20/23</u>
VP Academic Affairs (includes offices under VP for Student Affairs and Services)	<u>BEATRIZ S. BELONIAS</u>		<u>1/3/24</u>

Approved:

DANIEL LESLIE S. TAN

OIC University President

Date: **1/4/24**

*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.