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12 MAY 2022

UNIVERSITY CLEARANCE
(for Faculty and Staff)

Name: ARACELI M. MANAGBANAG Position: Administrative Aide Signature: [Signature]

Address and Mobile Number: Jose Abad Santos Street, Baybay City, Leyte – 0906-1191-319

Dept./Office: Institute of Human Kinetics Last Day of Service in VSU: May 23, 2022

Purpose: [] Resignation [/] Retirement [] Transfer [] Study Leave [] Others: _____

Reason, if resignation: _____

Effective Date: May 24, 2022

Cleared of work-related accountabilities:

[Signature]
CHARIS B. LIMBO

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>DANIEL LESLIE S. TAN</u>	<u>[Signature]</u>	<u>5/2/22</u>
VP Research, Extension & Innovation	<u>MARIA JULIET C. CENIZA</u>	<u>[Signature]</u>	<u>5/11/22</u>
VP Academic Affairs (includes offices under VP for Student Affairs and Services)	<u>BEATRIZ S. BELONIAS</u>	<u>[Signature]</u>	<u>5/11/22</u>

Approved:

[Signature]
EDGARDO E. TULIN

University President

Date: 5/11/22

***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.



SPMO INTERNAL CLEARANCE

Name: Araceli M. Managbanag

Position: Admin. Aide III

Department/Office: IHK

This is to **CERTIFY** that the above name personnel is cleared of all property accountabilities from our office.

Purpose:

☐ Resignation

☐ Study Leave

☒ Retirement

☐ Others

☐ Transfer

Approved by:


ALICIA M. FLORES

Head, SPMO *4/20/20*



Vision: A globally competitive university for science, technology, and environmental conservation.
Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.



CERTIFICATION

This is to certify that **ARACELI M. MANAGBANAG**, Administrative Aide from Institute of Human Kinetics has no financial accountability in our office.

Given this 27th day of April 2022 at the Visayas State University, Visca, Baybay City, Leyte.

NICK FREDDY R. BELLO
OIC Head, Accounting Office

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