

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

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## **UNIVERSITY CLEARANCE**

(for Faculty and Staff)

Name: Kenny Oriel A. Olana	Position: Instructor Signatu	re: fer. buf J	
Address and Mobile Number: Brgy. Ga	bas, Baybay City		
Dept./Office: College of Veterinary M	edicine Last Day of Service in	VSU: May 31, 2023	
Purpose: [ ] Resignation [ ] Retire	ment [ ] Transfer [ ✓ ] St	udy Leave [ ] Other	's
Reason, if resignation:			
Effective Date: June 1, 2023			
	SANTIA	GOT PEÑA, JR. ature of Department /Uni	
The above-named faculty/staff is cleared Baybay City, Leyte.	d of money, property and other re	esponsibilities from units	under VSU, Visca,
Name of Office	Name of Authorized Official	Signature	Date Signed
VP Administrative and Finance (includes units under VPPRGAS)	MANIEL LESLIE S. TAN	<del> </del>	
VP Research, Extension & Innovation	MARIA JULIET S. CENIZ	AND	05 30  2023
VP Academic Affairs (includes offices under VP for Student Affairs and Services)	BEATRIZ S. BELONIAS	Jegy.	
	Approved:		
EDGARDO E. TULIN University <sub>I</sub> President			
Date: 7 12 1/2			

\*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.

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