

U.P. MINDANAO CLEARANCE SHEET

Name: LORINA A. GALVEZ Position and Salary: I-6 Dept. or Office: Food Science & Chemistry	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">Faculty</td> <td style="width: 50%;"></td> </tr> <tr> <td style="text-align: center;">Employee</td> <td></td> </tr> </table>	Faculty		Employee	
Faculty					
Employee					

INSTRUCTIONS

- (1) This form should be sent to the different offices concerned immediately upon signing by the Chairman or Head of Department or Office.
- (2) This clearance should be duly accomplished before the last salary or any money due to the employee can be paid.
- (3) Subject employee who is retiring, resigning, being separated from the maternity leave and/or going on leave of absence for at least one (1) month must prepare this form in quintuplicate. Blank forms are available in the Human Resource Development Office.
- (4) After completion of clearance, return all copies to the HRDO where the same shall be released as follows: Original to the employee; and carbon copy each to Records Management Office, payroll-Accounting Office, Internal Control Office (ICO), and Human Resource Development Office (HRDO).

The above name employee is cleared of money, property and other responsibilities from U.P. Mindanao as indicated below:

Purpose: (☒) Resignation () Separation () Transfer
 () Maternity Leave () Leave of absence (leaving the country)
 () Retirement () Leave of absence of at least one month

Effective Date: <i>April 9, 2003</i>	
Reason: <i>resigned: Health reasons</i>	
1/ CLEARED from this Office/Department: <div style="text-align: center;"> Chairman/Head </div>	7/ CLEARED from cash responsibilities: <div style="text-align: center;"> Chief, Accounting Office </div>
2/ CLEARED from the University Health Service obligations: <div style="text-align: center;"> NOEL T. CORCINO, R.N. Director </div>	8/ CLEARED from cash account: <div style="text-align: center;"> Chief, Cashier's Office </div>
3/ CLEARED from Library obligations: <div style="text-align: center;"> BRICCIO M. MERCED JR. University Librarian </div>	9/ CLEARED from Personnel matters: Total leave credits <u>0</u> days <div style="text-align: center;"> Chief, HRDO </div>
4/ CLEARED from Physical Plant obligations: <div style="text-align: center;"> Superintendent, CPDMO </div>	10/ CLEARED from contractual obligation with the University: <div style="text-align: center;"> Chief, Records Management Office </div>
5/ CLEARED from academic responsibilities: <div style="text-align: center;"> LYNN ESTHER E. DALLOS College Secretary </div>	11/ No pending Administrative case: <div style="text-align: center;"> Chief, Legal Counsel </div>
6/ CLEARED from property: <div style="text-align: center;"> MYRNA D. SARDIDO Chief, S P M O </div>	12/ RECOMMENDING APPROVAL: <div style="text-align: center;"> Chief, Internal Control Office </div>
13/ APPROVED: <div style="text-align: center;"> RICARDO M. DE UNGRIA Chancellor </div>	13/ APPROVED: <div style="text-align: center;"> RICARDO M. DE UNGRIA Chancellor </div>



UNIVERSITY OF THE PHILIPPINES MINDANAO

Bago Oshiro, Tugbok, 8000 Davao City, Philippines
Tel. Nos.: 293-0258, 293-0310, 293-0402, 293-0201, 293-0016

HUMAN RESOURCE DEVELOPMENT OFFICE

CERTIFICATION


TO WHOM IT MAY CONCERN:

This is to certify that **MS. LORINA A. GALVEZ**, Instructor 6, of the College of Science and Mathematics (CSM), U.P. Mindanao has been cleared of all academic/administrative responsibilities, money and property accountabilities and from administrative charges in the University as of May 27, 2003 as evidenced by her Clearance Sheet on file.

It is understood that this clearance is without prejudice to her liability for any accountabilities/charges reported to this office after the aforementioned date.

This certification is issued to Ms. Galvez for whatever purpose it may legally serve.

Done this 27th day of May, 2003 at Davao City, Philippines.


EVELINA E. AYSON
OIC, HRDO