

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

Visca Baybay City, Leyte 6521-A, Philippines Phone/Fax: 565-0600 local 563-7323 Email Address: prpeo@vsu.edu.ph Website: www.vsu.edu.ph

0913

UNIVERSITY CLEARANCE

(for Faculty and Staff)

Name: <u>HUMBERTO R. MONTES., JR.</u> P	osition: <u>Prof. III</u> Signature	: Apporting	
Address and Mobile Number: 0908487	1661/	· ·	
Dept./Office: DBS	ot./Office: DBS Last Day of Service in VSU:		
Purpose: [] Resignation [🗸] Retirement	ent []Transfer []Stud	dy Leave []	Others
Reason, if resignation:			
Effective Date: <u>January 1, 2023</u>			
	Cleared of work-r	elated accountabilitie	es:
	ANALYN M. MAZ Name and signat	<u>(O</u> ure of Department /L	Init Head
The above-named faculty/staff is cleared of Baybay City, Leyte.	of money, property and other res	ponsibilities from uni	ts 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	John Marie Control	JUN 2 2 20 23]
VP Research, Extension & Innovation	MA. JULIET C. CENIZA	M of	PCT. 13, 2023
VP Academic Affairs (includes offices under VP for Student Affairs and Services)	BEATRIZ S. BELONIAS	1-141.	
A	Approved: U.S.	2	
	EDGAR D O University Pr	E. TULIN resident	
		13/23	

*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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