



UNIVERSITY CLEARANCE

(for Faculty and Staff)

1078

Name: Joseph E. Padilla Position: Instructor I Signature: [Signature]

Address and Mobile Number: Unit 88, Kilbourne Drive, VSU, Baybay, Leyte / 09959728112

Dept./Office: DLABS Last Day of Service in VSU: _____

Purpose: ☐ Resignation ☐ Retirement ☐ Transfer ☐ Study Leave ☒ Others Teacher's Leave

Reason, if resignation: _____

Effective Date: July 8, 2023-August 15, 2023

Cleared of work-related accountabilities:

[Signature]

MARIA VANESSA E. GABUNADA

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>JUL 05 2023</u> |
| VP Research, Extension & Innovation | <u>MARIA JULIET C. CENIZA</u> | <u>[Signature]</u> | |
| VP Academic Affairs (includes offices under VP for Student Affairs and Services) | <u>BEATRIZ S. BELONIAS</u> | <u>[Signature]</u> | |

Approved:

[Signature]
EDGARDO E. TULIN
University President
Date: 7/12/23

*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.