

UNIVERSITY CLEARANCE

(for Faculty and Staff)

Name: Salar, Jan Ana M. Position: Nurse III Signature: [Signature]

Address and Mobile Number: Guadalupe, Baybay City, Leyte

Dept./Office: USHER Last Day of Service in VSU: February 28, 2022

Purpose: ☒ Resignation ☐ Retirement ☐ Transfer ☐ Study Leave ☐ Others _____

Reason, if resignation: Migrate to USA

Effective Date: March 1, 2022

Cleared of work-related accountabilities:

[Signature]
ELWIN JAY V. YU, M.D. MPH
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>DR. DANIEL LESLIE S. TAN</u>	<u>[Signature]</u>	<u>3/4/22</u>
VP Research, Extension & Innovation	<u>DR. MARIA JULIET C-CENIZA</u>	<u>[Signature]</u>	<u>2/11/22</u>
VP Academic Affairs (includes offices under VP for Student Affairs and Services)	<u>DR. BEATRIZ S. BELONIA</u>	<u>[Signature]</u>	<u>03/04/22</u>

Approved:

[Signature]
DR. EDGARDO E. TULIN
University President
Date: 3/7/22

*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 (OHRSPRR). Processing of clearance certificate shall follow the order of number indicated.



SPMO INTERNAL CLEARANCE

Name: Jan Ana M. Salar

Position: Nurse III

Department/Office: USHER

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

Purpose:

☐ Resignation


☐ Retirement

☐ Transfer

☐ Study Leave

☒ Others: Migrate to USA

Approved by:


ALICIA M. FLORES
Head, SPMO *AK 3/2/22*



CERTIFICATION

This is to certify that **JAN ANA M. SALAR**, Nurse III from USHER has no financial accountability in our office.

Given this 3rd day of March 2022 at the Visayas State University, Visca, Baybay City, Leyte.

NICK FREDDY R. BELLO
OIC Head, Accounting Office *03/3*