

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

Visca Baybay City, Leyte 652 A Philippines Phone/Fax: 565-0600 local 563-7823

Name and signature of Department /Unit Head

Email Address: prpeo@vsu.ed

Website: www.vsu.edu.ph

### **UNIVERSITY CLEARANCE**

(for Faculty and Staff)

Name:	LISA I. ARCE	Position:	Instructor		Signature:		
Address and	Mobile Number:	187 Brgy.	Alejos Bato,	Leyte	10998338651	94	
Dept./Office:	PhilRootcrops,		Last Day	y of Servic	e in VSU:		
ourpose: [	] Resignation [	] Retirement	[ ] Transfer	[x]Stu	idy Leave [	] Others	
Reason, if resignation:							
Effective Da	te: <u>may 1, 20</u>	122					
	Cleared of work-related accountabilities:					pilities:	
				EDG	ARDO E. TULIN		

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)	Daniel Leslie S. Tan	Sul	5/19/2
VP Research, Extension & Innovation	Maria Juliet C. Ceniza	puysag	5/12/22
VP Academic Affairs (includes offices under VP for Student Affairs and Services)	Beatriz S. Belonias	10 kg.	t/19/22

Approved:

Date:

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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## OFFICE OF THE HEAD OF SUPPLY AND PROPERTY MANAGEMENT

Visca, Baybay City, Leyte, PHILIPPINES Telefax: 563-7190 Email: propertyvsu@gmail.com Website: www.vsu.edu.ph

## SPMO INTERNAL CLEARANCE

Name: Lisa I. Arce	Position: Instructor I
Department/Office: PhilRootcrops	
This is to CERTIFY that the ab	pove name personnel is cleared of all property accountabilities
from our office.	
Purpose:	
Resignation	Study Leave
Retirement	Others
Transfer	

Approved by:

ALICIA M. FLORES
Head, SPMO AN4 2 12





# OFFICE OF THE HEAD OF ACCOUNTING

Visca, Baybay City, Leyte, PHILIPPINES Telefax: 565-0600-1006 Email: accounting@vsu.edu.ph Website: www.vsu.edu.ph

### CERTIFICATION

This is to certify that **LISA I. ARCE**, Instructor from PhilRootcrops has no financial accountability in our office.

Given this 16<sup>th</sup> day of May 2022 at the Visayas State University, Visca, Baybay City, Leyte.

NICK FREDDY R. BELLO
OIC Head, Office of the Head of Accounting

