

UNIVERSITY CLEARANCE
(for Faculty and Staff)

Name: LISA I. ARCE Position: Instructor Signature: [Signature]

Address and Mobile Number: 187 Brgy. Alegos Bato, Leyte / 09983326574

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

Purpose: [] Resignation [] Retirement [] Transfer [x] Study Leave [] Others _____

Reason, if resignation: _____

Effective Date: May 1, 2022

Cleared of work-related accountabilities:

EDGARDO E. TULIN
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)	Daniel Leslie S. Tan	<u>[Signature]</u>	<u>5/19/22</u>
VP Research, Extension & Innovation	Maria Juliet C. Ceniza	<u>[Signature]</u>	<u>5/12/22</u>
VP Academic Affairs (includes offices under <u>VP for Student Affairs and Services</u>)	Beatriz S. Belonias	<u>[Signature]</u>	<u>5/19/22</u>

Approved:

[Signature]
EDGARDO E. TULIN
University President
Date: 5/23/22

***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: Lisa I. Arce

Position: Instructor I

Department/Office: PhilRootcrops

This is to **CERTIFY** that the above 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 *Feb 4/21/22*





CERTIFICATION

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

Given this 16th 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