



**RECEIVED**

29 SEP 2023

**UNIVERSITY CLEARANCE**  
(for Faculty and Staff)

Name: Marjorie A. Cortes Position: Instructor-I Signature: \_\_\_\_\_

Address and Mobile Number: Brgy. Gabas, Baybay City, Leyte 09276023134

Dept./Office: College of Veterinary Medicine Last Day of Service in VSU: September 18, 2023

Purpose: [ ] Resignation [ ] Retirement [ ] Transfer [ ] Study Leave [ ☒ ] Others Maternity Leave

Reason, if resignation: \_\_\_\_\_

Effective Date: September 18, 2023

Cleared of work-related accountabilities:

HARVIE R. PORTUGALIZA

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>		
VP Research, Extension & Innovation	<u>MARIA JULIET S. CENIZA</u>		9/8/2023
VP Academic Affairs (includes offices under VP for Student Affairs and Services)	<u>BEATRIZ S. BELONIAS</u>		
Approved: <u>EDGARDO E. TULIN</u> University President Date: <u>9/28/23</u>			

\*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.

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