



UNIVERSITY CLEARANCE
(for Faculty and Staff)

Name: Johnson T. Rayo Jr. Position: SRS 11 Signature: [Signature]
Address and Mobile Number: Brgy. Gabas, Baybay City, Leyte 09064434704
Dept./Office: Philippine Carabao Center of VSU Last Day of Service in VSU: _____
Purpose: ☐ Resignation ☐ Retirement ☐ Transfer ☐ Study Leave ☒ Others _____
Reason, if resignation: _____
Effective Date: March 1, 2022

Cleared of work-related accountabilities:

FRANCISCO G. GABUNADA JR.
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 LESTIE 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>	_____
VP Academic Affairs (includes offices under VP for Student Affairs and Services)	<u>DR. BEATRIZ S. BELONIAS</u>	<u>[Signature]</u>	<u>3/2/22</u>

Approved:

[Signature]
EDGARDO E. TYLIN
University President
Date: 3/4/22

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



CERTIFICATION

This is to certify that **JOHNSON T. ROYO JR.**, SRS II from PCC 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



SPMO INTERNAL CLEARANCE

Name: Johnson T. Royo, Jr.

Position: Science Research Specialist II

Department/Office: ViCARP

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

Purpose:

☐ Resignation

☐ Study Leave

☐ Retirement

☒ Others: Sick leave

☐ Transfer

Approved by:


ALICIA M. FLORES

Head, SPMO *7/3/22*



Vision: A globally competitive university for science, technology, and environmental conservation.
Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.



CERTIFICATION

Date: FEBRUARY 28, 2022

This is to **CERTIFY** that I, JOHNSON T. ROYO JR. of the
(Name of Employee/Accountable Officer)
Department/Office of PCC @ VSU, I am transferring my property
accountabilities to LETUZ M. SUDARIA during
(Name of Employee/Receiving Accountable Officer)
my SICK LEAVE period from MARCH 1 TO AUGUST 31, 2022
(Purpose of Leave) (Inclusive Dates of Leave)

This is to **CERTIFY** further that I will automatically assume my property
accountabilities upon my reinstatement to work.

Conforme:

JOHNSON T. ROYO JR.

Signature of Employee
(Accountable Officer)

LETUZ M. SUDARIA

Signature of Employee
(Accepting Property Accountabilities)

Noted:

FRANCISCO G. GABUNADA JR. 3/13/22

Department/Office Head

Approved:

ALICIA M. FLORES

Head, SPMO