



VISAYAS

STATE UNIVERSITY

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

Visca Baybay City, Leyte 6521-A, Philippines
Phone/Fax: 565-0600 local 563-7323
Email Address: prpeo@vsu.edu.ph
Website: www.vsu.edu.ph

UNIVERSITY CLEARANCE (for Faculty and Staff)

Name: Cleo S. Bilocura Position: Instructor I Signature: [Signature]

Address and Mobile Number: El Salvador City, Misamis Oriental / 09065246055

Dept./Office: Dept. of Mechanical Engineering / Last Day of Service in VSU: December 31, 2021

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

Reason, if resignation: Family reasons

Effective Date: December 31, 2021

Cleared of work-related accountabilities:

JUNDY R. CASTIL

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	[Signature]	
VP Research, Extension & Innovation	MARIA JULIET C. CENIZA	[Signature]	4/1/22
VP Academic Affairs (includes offices under VP for Student Affairs and Services)	DEATRIZ S. DELONIAS	[Signature]	5/24/22

Approved:

EDGARDO E. TULIN

University President

Date: 5/24/22

*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.

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

This is to certify that **CLEO S. BILOCURA**, Instructor I from Department of Mechanical Engineering has no financial accountability in our office.

Given this 7th day of April 2022 at the Visayas State University, Visca, Baybay City, Leyte.

NICK FREDDY R. BELLO
OIC Head, Accounting Office



SPMO INTERNAL CLEARANCE

Name: Cleo S. Bilocura

Position: Instructor I

Department/Office: DME

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

Purpose:

☒ Resignation

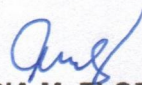
☐ Study Leave

☐ Retirement

☐ Others

☐ Transfer

Approved by:


ALICIA M. FLORES
Head, SPMO *for 4/6/22*



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