

RECRUITEMENT, SELECTION, PLACEMENT AND PERSONNEL **RECORDS OFFICE**

Visayas State University, Baybay City, Leyte Email: odahrd@vsu.edu.ph Website: www.vsu.edu.ph Phone: +63 53 565 0600 Logal 1060

UNIVERSITY CLEARANCE

(for Faculty and Staff)

Purpose: [] Resignation [] Retirement [] Transfer [] Study Leave [] Others: Change date of birth Reason, if resignation: Effective Date: NA Cleared of work-related accountabilities: HONEY SOFIA V. COLIS 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) VP Research, Extension & Innovation WP Academic Affairs (includes offices under VP for Student Affairs and Services) Approved: DANIEL LESLIE S. TAN OIC-University President Date:	Name: Jennifer E. Ando Po	osition: Educational Program Speci	alist II Signature:	gor
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Approved: DANIEL LESLIE S. TAN OIC-University President Date:	VP Research, Extension & Innovation		m	1/19/24
DANIEL LESLIE S. TAN OIC-University President Date: Date: 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.	VP Academic Affairs (includes offices under VP for Student Affairs and Services)	BEATRIZ S BELONIAS	1911	1/23/21
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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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