



0042

UNIVERSITY CLEARANCE
(for Faculty and Staff)

RECEIVED
12-375
28 MAR 2023
Signature: *[Signature]*

Name: JOVIEL T. MONTAÑEZ Position: ASST. PROF. IV

Address and Mobile Number: 14 A BONIFACIO ST., KABAYANAN, SAN JUAN CITY / 09175609183

Dept./Office: BUSINESS AND MANAGMENT Last Day of Service in VSU: FEB. 11, 2023

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

Reason, if resignation: _____

Effective Date: FEB. 13, 2023

Cleared of work-related accountabilities:

BERT C. PEÑALOSA

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 MARIA JULIET C. CENIZA | <i>[Signature]</i> | MAR 13 2023 |
| VP Research, Extension & Innovation | | <i>[Signature]</i> | |
| VP Academic Affairs (includes offices under VP for Student Affairs and Services) | BEATRIZ S. BELONIAS | <i>[Signature]</i> | 3/24/23 |

Approved:

[Signature]
EDGARDO E. TULIN
University President
Date: 3/24/23

***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.