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**NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**POSITION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ College/Unit: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Purpose of clearance: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**INSTRUCTIONS:**

 **This clearance should be duly accomplished in five (5) copies by faculty/staff upon resignation, retirement, or separation from the University and for the purpose of Study Leave, Sabbatical Leave, and Training of more than thirty (30) days. This is required before payment of last salary or any money due to the employee. Clearing officials shall see to it that any money, property accountability within their jurisdiction shall have been properly settled before affixing their signature. He/She shall be held liable for any discrepancies that may arise thereafter.**

 **This is to certify that the employee named above is cleared from money, property and other accountabilities in the University.**

**OFFICE HEAD SIGNATURE / DATE**

Immediate Supervisor **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Auxiliary Services **ERICK JAY A. DE LA CRUZ**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Multipurpose Cooperative **CIRIACO T. RAGUAL**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Provident Fund **OSCAR M. AGPAOA**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Library **ELIZA G. VILLARIN** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Registrar **HENEDINE A. AGUINALDO** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supply & Property Mgt. **PHEBE M. PASION**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Accounting **IMELDA C. CORPUZ**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cashier **AMELITA U. PUNGTILAN** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Affairs and Services **EMIL JAMES P.TANAGON**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CHuMS **RYAN DEAN T. SUCGANG** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Learning and Development **JOYCE R. TOLENTINO** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Human Resources Mgt. **FIDES BERNARDO A. BITANGA** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Administrative Services **BRIAN JAY CORPUZ** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

University/Board Secretary **EMILE KATHLEEN M. AGUILAR** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

VP for Academic Affairs **PRIMA FE R. FRANCO** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

VP for Res.,Dev’t and Innov. **NATHANIEL R. ALIBUYOG** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

VP for Planning and Strat. Foresight **AMI RUTH R. COCSON** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

VP for Admin.,Finance and Bus. **OSCAR M. AGPAOA**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **APPROVED:**

Noted:

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 University Auditor

 **SHIRLEY C. AGRUPIS**

 President

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***(Accomplish in 5 copies ( HRM, Records, Accounting, Cashier, Self)***