

Republic of the Philippines
West Visayas State University
La Paz, Iloilo City

CLEARANCE CERTIFICATE

To Whom It May Concern:

This is to certify that _____ is hereby cleared of all University properties and service requirements as of _____, in connection with his/her application for _____.

Office	Type Name & Authorized Signatures	Date
A. Department / Unit		
B. College		
C. Registrar		
D. Library		
E. Central laboratory		
F. Supply		
G. HRMO		
H. Finance		
I. Multi-Purpose Cooperative		
J. Medical Center		
K. Vice President		
L. President		

I hereby certify that all University property, access to university resources and services have been returned and settled prior to my last day of service.

Name & Signature of Employee

Date

(Please read guidelines at the back of this page)

General Guidelines

1. To protect the assets and ensure maximum utilization of University resources, fiscal and property clearance is required periodically prior to employees' temporary or final separation from the service.
2. The department or unit is responsible for assuring all university property, including sensitive equipment that has been issued to employee is returned upon permanent or temporary separation of employees.
3. The issuing department/unit may recall the equipment/resources or demand from an employee in the event that the same is urgently needed by the University.
4. The responsibility centers/department/unit shall formulate policies and guidelines to include sanctions, penalties or fines to protect the assets of the University while ensuring timely submission of academic, administrative and financial obligations.
5. The Human Resource Management Office shall determine which of the clearance items/areas affect the departing employee. Any clearance item that does not apply to the employee can be denoted as "N/A" and signed by the HRMO.

Type of Clearance	Deadline of Submission	Required Signature
Academic year-end Clearance	May 15	A,B,C,D,E,F,G,H
Summer class clearance	May 30	A,B,C,D,E
Vacation leave with pay	5 days before	A,B,C,D,E,F,G,H
Sick leave with pay		A,B,C,D,E,F,G,H
Vacation leave without pay	5 days before	A,B,C,D,E,F,G,H,I
Sick leave without pay		A,B,C,D,E,F,G,H,I
Study leave/Sabbatical leave	15 days before	A,B,C,D,E,F,G,H
Transfer, Resignation, Retirement	15 days before	A,B,C,D,E,F,G,H,I,J,K,L

6. This process may also appropriate for those WVSU personnel going on an extended leave of absence, especially if there is a reasonable expectation that the employee will not return to work.
7. Faculty members including those holding administrative designations are required to submit summer clearance at the end of academic year to ensure that library and learning resources, academic requirements and fiscal accountabilities are promptly returned and settled before the start of academic year. Faculty members and other teaching staff who failed to submit summer clearance after May 15 of the academic year shall be charged with appropriate fines to be deducted from their salary effective June, without prejudice to filing administrative liabilities on Rules of Discipline of the University Code, Administrative Manual and other Civil Service Rules.