



Reference No.: BatStateU-FO-HRD-07-A

Effectivity Date: January 3, 2017

Revision No.: 00

Title: FACULTY CLEARANCE

The President
This University _____
Date

Sir:

I have the honor to advise you that I have satisfactorily accounted for all the money and property for which I was responsible in this University, and that all reports required of me were submitted on the dates shown below:

(Enter the date of report or write "Not Required" on space provided)

No. and Title of Reports	Date Submitted	Clearing Official	Signature of Clearing Officers
Form 137/Grading Sheets _____		Registrar _____	
CS Form 6 (Leave of Absence) _____		HRM Officer _____	
CS Form _____		HRM Officer _____	
Credentials for NBC 461 _____		HRM Officer _____	
Library books _____		Librarian _____	
Property _____		Supply Officer _____	
Annual Report _____		Dept. Head _____	
Special Report _____		Dept. Head _____	
Financial Matters _____		Accountant _____	
		Director, Student Affairs Services _____	
		Head, Scholarship Office _____	
		Cashier _____	

ABSENCES DURING THE LAST THREE MONTHS *

Inclusive Dates	Cause

Until _____

My mailing address will be _____

REMARKS : _____

APPROVAL RECOMMENDED :

Department Head

Very truly yours,

Employee's name _____
should be typewritten
beneath his/her signature _____
Designation : _____

* Include absences incurred during the months in which the last day of service was rendered.

BATANGAS STATE UNIVERSITY
Batangas City, _____ 20__

Respectfully forwarded to the President, Batangas City, the last day of actual service of this Professor/Instructor in this University was _____. Based on the foregoing a complete clearance is hereby granted.

REMARKS: _____

NAME
Vice President for External Affairs and ICT Services

NAME
Vice President for Research, Development and Extension Services

NAME
Vice President for Academic Affairs

NAME
Vice President for Administration and Finance

APPROVED:

NAME
University President