



**CLEARANCE FOR LECTURER
 (FULL TIME/PART-TIME)
 (END OF CONTRACT)**

_____ Date

THE VICE PRESIDENT for Academic affairs
 Tarlac State University
 Tarlac City

Sir/Madam:

In connection with my _____ which will take effect on _____. I have the honor to advise you that I have satisfactorily accounted for all money, property and/or all other responsibilities in the Tarlac State University. I therefore apply for clearance from all of the above responsibilities.

My last day of service was _____.

Very truly yours,

Signature

Address

Printed Name & Designation

 Immediate Supervisor/Dean/Director

 Director, Admission & Registration Office

 Director, Library Management Services

 Director, HRDMO

 Head, Administrative Services Unit

Approved:

Vice President for Academic Affairs