**TO WHOM IT MAY CONCERN:**

This is to certify that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

L-Name F-Name M-Name Position

of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is cleared as of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of money, property and

College/Office/Project/Unit mm/dd/yy

legal accountabilities with the Caraga State University – Main Campus, Ampayon, Butuan City.

This clearance certificate is being issued for the purposes of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

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| --- | --- | --- | --- |
| **DELIVERABLES** | **AUTHORIZED OFFICIAL** | **SIGNATURE** | **DATE SIGNED** |
| **RECORDS/PROPERTY ACCOUNTABILITIES** | College Dean/Unit Head |  |  |
| **MA. CORAZON L. TERCERA**  Librarian III |  |  |
| **BENNAJIB J. ABUBAKAR**  OIC-University Registrar |  |  |
| **DAVE ANTHONY P. ASIS**  Director, MIS |  |  |
| **KARL MARS GLENN R. CANE**  Chief Property Custodian |  |  |
| **ARCH. CHRISTIAN DWIGHT C. DOLOTINA**  Director, General Services Office |  |  |
| **MAY A. OCAREZ, RGC**  Director, HRMS Office |  |  |
| **FINANCIAL ACCOUNTABILITIES** | **TOMAS M. AUSTRAL**  Chairperson, Cooperative |  |  |
| **MERINESSA D. GONZAGA**  Chief Administrative Officer (FMO II) |  |  |
| **Recommending Approval:**  *For Administrative/Non-Teaching Personnel****:* ALEXANDER T. DEMETILLO, *D. Eng.***  Vice President for Administration and Finance  and Chief Administrative Officer  *For Teaching Personnel:* **FERNANDO T. HERRERA *Ph.D.***  Vice President for Academic Affairs  *For Personnel involved in Research and/or Extension:* **JEFFREY T. DELLOSA, *D. Eng.***  Vice President for Research, Innovation  and Extension | | | |
| **Approved by:**  **ROLYN C. DAGUIL, PhD*.***  University President | | | |