



**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**