



Republic of the Philippines
EASTERN VISAYAS STATE UNIVERSITY
Tacloban City

Office of the University President

MEMORANDUM CIRCULAR No. ____
Series of 2017

TO: Vice Presidents
Campus Directors
College Deans
University Registrars and Staff
Director/Heads of Student Affairs and Services Office (SASO)
Director of Finance Management Services
University Librarians and Staff
Director/Heads of National Service Training Program (NSTP)
Head/Chairpersons of National Greening Program (NGP)
Department Directors, Heads, Chairpersons & Coordinators
Students

**SUBJECT: PRESCRIBING THE DESIGN AND MECHANISM ON THE
PROCESSING OF STUDENT'S CLEARANCE OF THE UNIVERSITY
EFFECTIVE SCHOOL YEAR 2017-2018 AND THEREAFTER, AND
FOR OTHER PURPOSES**

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By virtue of the powers vested to the University President under Section 694 and such pertinent provisions of the 2017 Revised University Code¹, Republic Act No. 9311, Republic Act No. 8292 and its IRR, the following provisions are hereby promulgated for strict and proper compliance of all concerned, to wit:

Section 1. **Application.** – This Memorandum Circular shall apply uniformly to all students and officials concerned of the University Campuses².

Section 2. **Design of the Student's Clearance.** – The design of the Student's Clearance shall be in such form as hereto attached as **Annex A**.

Section 3. **Processing of the Student's Clearance.** – The following rules shall strictly be observed in the processing of Student's Clearance:

3.1. **Purposes of Student's Clearance.** – A student shall be required to secure an approved clearance from all property, responsibility, money obligations and other accountabilities from the different offices concerned determined under Section 694 of the 2017 Revised University Code for such purposes or uses, whether, issuance of original copies of student's records student's or credentials such as, but not limited to, Transcript of Records (TOR), certificate of grades or Completed of Academic Requirements (CAR), Certificate of Good Moral, including authentication or re-issuance of copies thereof, as provided hereunder:

- a. Graduation from the course where the applicant is currently enrolled in;
- b. Certificates of Grades for application of graduation with honors;
- c. Transfer within the University Campuses or from the University to another academic institutions;
- d. Shifting of courses within the University Campuses;

¹ Approved per Board Resolution No. 155, s. 2017 on April 19, 2017.

² Section 5.9, Article 2, Chapter 1, Preliminary Title, Book I of the 2017 Revised University Code.
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- 1 e. Employment whether local or abroad; and
2
3 f. Other purposes as may be determined by the applicant duly
4 authorized under existing laws, rules and regulations.
5

6 *Provided*, that students securing TORs and school credentials
7 for taking of licensure or eligibility examinations administered by the
8 by the Professional Regulations Commission (PRC), Civil Service
9 Commission (CSC), and Career Executive Service Board (CESB), and
10 as supporting documents for student's assistantship and scholarship
11 programs of the University, and summer special employment
12 program administered by the DOLE or any government agency, shall
13 be exempted from accomplishing, filing and processing the student's
14 clearance, *provided, however*, that they shall pay the corresponding
15 processing fee/s of the documents being requested.
16

17 *Provided, further*, that the Registrar shall indicate the specific
18 purpose for which the record/s or credential/s is/are issued to the
19 applicant.
20

21 3.2. *Qualifications to Accomplish, File and Process Student's Clearance.* –
22 The Student's Clearance shall be accomplished, filed and processed
23 by the student concerned or in his/her absence, by any
24 representative authorized by him or her, *provided*, That a Special
25 Power of Attorney or SPA (**Annex B**) or duly notarized authorization
26 (**Annex C**) in favor to the representative shall be attached to the
27 clearance form prescribed under Section 2 hereof. *Provided, further*,
28 that the SPA or authorization to be submitted shall be the original
29 copy or certified true copy thereof.
30

31 3.3. *Maximum Processing Time or Period per Office.* – The clearance shall
32 be processed and acted upon by the offices concerned within twenty
33 four (24) hours upon receipt as indicated in the space provided for in
34 the Student's Clearance form.
35

36 3.4. *Extension of Processing Time or Period.* – Subject to the approval by
37 the University President upon the recommendation by the Vice
38 President for Academic Affairs, the processing time or period per
39 office provided in Section 3.2 above may be extended on any of the
40 following grounds:
41

- 42 a. Technical glitch of automated transactions;
43
44 b. Occurrence of force majeure or fortuitous event as defined under
45 existing laws and jurisprudence;
46
47 c. Attendance of Principal Signing Officers (PSO) or Authorized
48 Countersigning Officer (ACO) or Alternate Signing Officer of the
49 Day (ASOD) during official functions authorized by the
50 University's Executive Officials³; and
51
52 d. Relocation of office to the other area.
53

54 *Provided*, That the office/s concerned shall cause wide
55 dissemination to all concerned of such ground/s by posting of the
56 appropriate notices in the University Campuses' website,
57 Transparency and Freedom of Information Bulletin Boards, and other
58 conspicuous places.
59

60 3.5. *Principal Signing Officers (PSO) and Authorized Countersigning*
61 *Officers (ACO).* – The Principal Signing Officers (PSO) and their
62 respective Authorized Countersigning Officers (ACO) shall be as
63 follows:

³ Section 5.29, Article 2, Chapter 1, Preliminary Title, Book I of the 2017 Revised University Code.
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Concerned Offices	EVSU-Main (Tacloban City) Campus		EVSU-External Campuses/Community Satellite Campuses	
	PSO	ACO	PSO	ACO
Registrar	University Registrar III	Office Staff-in-Charge	Campus Registrar	Office Staff-in-Charge
Financial Services	Designated Director, FMO	Accountant III	Designated Head of Administrative Services	Accountant
Librarian Services	University Librarian or Chief of University Services	Office Staff-in-Charge	Campus Librarian	Office Staff-in-Charge
Student Affairs and Services Office (SASO)	Designated Director of SASO	Office Staff-in-Charge	Designated Head of SASO	Office Staff-in-Charge
National Service Training Program (NSTP)	Designated Director of NSTP	Office Staff-in-Charge	Designated Head of NSTP	Office Staff-in-Charge
National Greening Program (NGP)	Designated Head of the NGP	Office Staff-in-Charge	Designated Chair of the NGP	Office Staff-in-Charge
University President	Vice President for Academic Affairs	Campus Director	Campus Director	College Dean

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3.6. *Bases or Requirements of Action by the Principal Signing Officers, Authorizing, Authorized Countersigning Officers, and Alternate Signing Officers of the Day.* – The PSOs, ACOs, and ASODs shall be guided with the following requirements for any action to the application for clearance:

Concerned Offices	EVSU-Main (Tacloban City) Campus	
	Requirements	Substitute Documents
Registrar	Passing grades in all subjects as prescribed under the duly approved curriculum.	None
Financial Services	Official Receipts (ORs) for full payment of fees authorized by the EVSU Board of Regents.	<ul style="list-style-type: none"> ➤ For scholars- Certificate of Scholarship duly validated by SASO. ➤ For non-scholar- official receipts (ORs).
Librarian Services	No unreturned books and other library materials.	<ul style="list-style-type: none"> ➤ Borrower's card validated by the Librarian.
Student Affairs and Services Office (SASO)	<ol style="list-style-type: none"> 1. Certificate of No Pending Case from the Student Disciplinary Tribunal. 2. Compliance of OJT, Apprenticeship, Practice Teaching or Off-Campus Activities required under the Curriculum. 	<ul style="list-style-type: none"> ➤ Good Moral Certificate issued by the Office of Student Affairs. ➤ Certificate of Completion issued by the company's concerned or certification by the Activity Coordinator.
National Service Training Program (NSTP)	Completion of any of the NSP Components, e.g. MTS/ROTC, CWTS, and LTS.	<ul style="list-style-type: none"> ➤ Certificate of Completion issued by the NSTP Director.
National Greening Program (NGP)	Certificate of Tree Planting jointly issued by the NGP Head or Chairperson and the DENR official concerned.	<ul style="list-style-type: none"> ➤ Certificate of Tree Planting issued by any organization or LGU validated by the DENR.
University President	Cleared by all offices above.	None

1 3.7. *Automatic Assumption of Duties of Office Personnel as Alternate*
2 *Signing Officers of the Day (ASOD).* – In case no Alternate Signing
3 Officer of the Day (ASOD) had been designated by the University
4 President, the next-in rank office personnel shall automatically
5 assume and discharge the duties of ASOD. *Provided,* that job orders
6 (JOs) and casuals are prohibited from assuming and performing the
7 duties of the ASOD.
8

9 3.8. *Designation and Mandatory Display of the Names and Pictures of the*
10 *PSOs, ACOs and ASODs.* – Within fifteen (15) days upon the
11 issuance of this Circular, all PSOs are hereby directed to recommend
12 at least five (5) ASODs in their respective offices to the University
13 President for issuance of the appropriate authority or order. They
14 shall perform their duties upon issuance of such order or authority
15 until sooner modified or revoked by the University President.
16

17 Further, within fifteen (15) days upon the issuance of the said
18 authority or order, the names and pictures taken within six (6)
19 months of the PSOs, ACOs and ASODs in recognizable size and form
20 shall be displayed conspicuously in the office by the PSOs concerned
21 following the format in **Annex D**.
22

23 3.9. *Grounds of Approval and Disapproval/Denial.* – The approval or
24 disapproval/denial of the application for clearance shall solely be
25 based on the requirements and processes provided under this
26 Circular.
27

28 The University President or the Campus Director or their
29 respective authorized representative/s as provided under Section 3.4
30 of this Circular may deny clearance of any applicant for such
31 deficiency/ies generated from the different offices or signatories or
32 such ground/s he/she may deems proper and necessary.
33

34 3.10. *Re-filing.* – An applicant shall re-file his/her application for clearance
35 until favorable approval is achieved. *Provided,* that the applicant
36 shall only be required to process the re-filed application from the
37 office/s where disapproval of the previous application/s has been
38 obtained. *Provided, further,* that the previous disapproved clearance
39 shall be attached to the re-filed application as basis for the final
40 approval by the proper authority/ies otherwise he/she shall be
41 required to secure action from other offices concerned.
42

43 Section 4. ***Compliance and Curing Period of Deficiencies.*** – The
44 following rules shall strictly be observed in the compliance and curing period of
45 deficiency/ies by an applicant:
46

47 4.1. *Immediate Compliance or Curing.* – If at the sound judgment of the
48 PSO or ASOD taking into account the findings or verification results
49 by their respective ACOs, the applicant may be advised immediately
50 to comply or cure the deficiency/ies without necessarily resorting to
51 disapproval or denial of his/her application for clearance. This act
52 shall be sufficient proof compliance to the twenty hours (24)
53 mandatory requirement provided under this Circular and in the 2017
54 Revised University Code.
55

56 4.2. *Curing Period.* – The curing period shall be based on the capability
57 and pace of the applicant to submit the necessary requirement/s to
58 warrant favorable action to the adverse finding/s or verification
59 result/s.
60

61 Section 5. ***Queuing Mechanism.*** – The following mechanism shall strictly
62 be implemented:
63

1 5.1. *Basis of Applications' Prioritization.* - A "first-come-first-serve" or
2 "first-in-first-out" basis in the processing of the application of
3 clearance by the students.
4

5 *Provided,* that applicants whose application for clearance is
6 under compliance or curing period of deficiency/ies shall be given
7 priority in the queue as soon as they have secured and submitted
8 the requirements thereof.
9

10 5.2. *Priority System .* - Each office shall install electronic queuing gadget
11 or create priority number system to ensure orderly and peaceful
12 queuing of applicants.
13

14 5.3. *Queuing Lanes.* - Each office concerned shall create and maintain at
15 least three (1) queuing lanes: one (1) each by gender (male and
16 female), and one (1) lane for the group of Persons with Disabilities
17 (PWDs), pregnant, senior citizens and applicants whose applications
18 under compliance or curing period of deficiency/ies. *Provided,* that
19 any lane without applicant/s may accommodate applicants from
20 other lanes to promote efficiency and reduce waiting time period.
21

22 Section 6. ***Exemption.*** - A graduate of any degree in the University
23 Campuses who has previous approved clearance as certified by the Office of the
24 Registrar duly approved by the University President or in his or her absence by
25 the Vice President for Academic Affairs or Campus Director concerned (**Annex E**)
26 shall no longer be required to accomplish, file and process the clearance for any
27 request of issuance or re-issuance or authentication of his/her records of the
28 degree to which he/she has been issued clearance and henceforth, he/she shall
29 immediately be issued with a permit to pay and be allowed to pay the
30 corresponding processing fee/s of the documents being sought for relevant to
31 such degree only.
32

33 Section 7. ***Due Diligence in the Appreciation of Supporting***
34 ***Documents and Liability Due to Omissions or Inadvertence.*** - The PSOs,
35 ACOs and ACODs shall conduct the necessary due diligence as accurate as
36 possible to the documents submitted by the applicant. *Provided,* that in the event
37 of approval of the application for clearance due to omissions or inadvertence, the
38 PSOs, ACOs and ACODs shall be severally liable with the applicant equivalent to
39 the obligation or accountability.
40

41 Section 8. ***Reproduction, Distribution, Custodian and Safekeeping of***
42 ***the Student's Clearance.*** - The Student's Clearance shall be reproduced to the
43 number of copies as the Vice President for Academic Affairs may determine. All
44 expenses necessary for the reproduction of the student's clearance from shall be
45 charged from the appropriate fund/s of the University Campus concerned subject
46 to the usual accounting and auditing rules and regulations.
47

48 The Student's Clearance form shall be secured from the Academic Heads
49 where the student is enrolled in and the same be released to the applicant with
50 dispatch which in no case be more than twenty four (24) hours upon verbal
51 request thereof and after the initial evaluation of student's standing. *Provided,*
52 that those applicants who have graduated from the degree of the University shall
53 immediately approach the Office of the Registrar for the issuance of the
54 appropriate certification.
55

56 The Office of the Registrar shall be the official custodian of the approved
57 Student's Clearance which shall be integrated with the official records or portfolio
58 folder of the student concerned.
59

60 Section 9. ***Effectivity of Decisions and Appeal Process.*** - The
61 decisions of the PSOs and/or their respective ASODs shall become effective
62 unless appealed by the applicant. Henceforth, the following provisions shall
63 strictly be observed in the processing of requests of appeal by an applicant:

1 9.1. *Original Jurisdiction.* – The Principal Signing Officers shall have
2 original jurisdiction of any appeal on the adverse action taken by
3 their respective offices. The PSO shall decide the appeal, whether
4 verbal or in writing, within three (3) days from manifestation or
5 submission or receipt thereof.
6

7 9.2. *Review/Appeal of the Decision.* – The decisions of the PSOs or
8 ASODs, *mutu proprio* or upon filing of an appeal, whether verbal or
9 in writing, may be reviewed by or appealed from the University
10 President who shall render his/her decision within three (3) days
11 from assumption of jurisdiction thereof or upon receipt of the appeal
12 by the applicant. Unless appealed within five (5) days from issuance,
13 the decision of the University President shall be final and executory.
14

15 *Provided,* that any decision by the University President may be
16 reviewed by or appealed from the EVSU Board of Regents and the
17 disposition thereof subject to its appropriate rules and regulations.
18 The decision of the EVSU Board of Regents shall be final and
19 executory upon issuance thereof.
20

21 9.3. *Rectification of Adverse Action Taken.* – Should the applicant
22 achieves a favorable appeal, the PSO or ASOD concerned shall rectify
23 its adverse action/s on the clearance, within twenty hours (24) from
24 receipt of such decision rendered by the University President or EVSU
25 Board of Regents, without necessarily requiring the applicant
26 concerned to re-file.
27

28 Section 10. ***Prohibitions.*** – The following acts are hereby declared
29 prohibited during the processing of Student's Clearance:
30

31 10.1. Using the Student's Clearance for the collections of contributions by
32 students' organizations, Parents-Teacher Associations (PTA), debts,
33 solicitations, purchase of tickets for whatever purpose, and
34 submission of requirements other than those provided under Section
35 3.4 of this Circular, except as may be expressly authorized by the
36 EVSU Board of Regents;
37

38 10.2. Demand for and giving of token, service, favor, or in kind, presents,
39 monetary or non-monetary, indirectly or directly;
40

41 10.3. Tampering on any entry/ies of the duly filed and processed Student's
42 Clearance and/or act/s amounting to falsification of supporting
43 documents thereof;
44

45 10.4. Requiring any student to enroll and take review classes as pre-
46 requisite for the signing of the clearance; and
47

48 10.5. Act/s amounting to misrepresentation.
49

50 Section 11. ***Complaint Resolution Mechanism.*** – Any person may file a
51 verified complaint on such grounds as provided under Section 10 hereof before
52 the Office of the University President subject to the following mechanism:
53

54 11.1. *Constitution, Composition and Duties of the Investigation*
55 *Committee.* – Within three (3) days upon receipt of the complaint/s,
56 the University President shall constitute an Investigation Committee
57 composed of the Vice President for Academic Affairs, as Chairperson,
58 Vice President for Administration and Finance, as Vice Chairperson,
59 and the Director of Student Affairs and Services Office (SASO),
60 President of the Federation of Student Councils/Government, and
61 Executive Assistant to the University President, as Members.
62

63 The duly constituted Investigation Committee shall hear
64 complaints related to processing of student's clearance.
65

1 11.2. *Committee Report and Decision by the University President.* – Within
2 fifteen (15) days from the official referral of the complaint, the duly
3 constituted Investigation Committee shall, by at least majority vote
4 of its members, submit a report to the University President
5 containing among others, the background, facts, findings and
6 recommendations. The decision of the University President on the
7 complaint/s shall be final and executory unless appealed before the
8 EVSU Board of Regents.
9

10 Section 12. **Penal Clause.** – Violation/s of any of the provisions of this
11 Circular shall constitute administrative offense or criminal offense or both and
12 appropriate penalty/ies shall be imposed against any individual/s upon conviction
13 subject to the provisions of the Civil Service Commission (CSC), 2017 Revised
14 University Code, Administrative Manual of the University, Faculty Manual of the
15 University, University Student’s Handbook, policies approved by the EVSU Board
16 of Regents, and applicable laws, rules and regulations.
17

18 Section 13. **Amendment and Revision.** – Any provision/s or part/s of
19 this Circular may be amended or revised by the EVSU Board of Regents and/or
20 by the University President upon the recommendation by the Vice President for
21 Academic Affairs.
22

23 Section 14. **Updating and Review of the Student’s Clearance.** – The
24 design of the Student’s Clearance may be updated or reviewed as often as may
25 be necessary as the University President may determine.
26

27 Section 15. **Replacement and Repealing Clause.** – The existing forms
28 or designs of student’s clearance of the University Campuses are hereby repealed
29 and consequently be replaced with the new design or form as provided under this
30 Circular. Further, all orders, issuances, rules and regulations and policies of the
31 University, or parts thereof, inconsistent with the provisions of this Circular are
32 hereby amended or repealed accordingly.
33

34 Section 17. **Transitory Provisions.** – Applications for student’s clearance
35 using the old designs or forms which had been acted upon by a majority of the
36 offices concerned prescribed under this Circular before the issuance of hereof
37 shall be continued until final processing stage. *Provided,* that those signatories in
38 the old student’s clearance form not identified under this Circular and in the
39 University Code shall immediately cease and desist from signing therein.
40 *Provided,* that all applications for student’s clearance using the old forms whose
41 processing are underway shall be acted upon based on the requirements as
42 provided under this Circular.
43

44 Section 18. **Separability Clause.** – The provisions of this Circular are
45 hereby declared separable. In the event that any provision hereof is rendered
46 unconstitutional, those that are not affected shall remain valid and effective.
47

48 Section 19. **Effectivity.** – This Circular shall take effect immediately upon
49 issuance this _____ day of July 2017 and shall remain in full force and effect
50 until sooner revoked and/or modified by the University President and/or EVSU
51 Board of Regents.
52

53
54 **DOMINADOR O. AGUIRRE, JR., D.M.**
55 *University President III*
56

57 **Copy furnished:**

58 _____ Vice Presidents	_____ Officers of Campus Student Councils/Governments
59 _____ Campus Directors	_____ Resident COA Auditor
60 _____ College Deans	_____ Records
61 _____ Department Directors/Heads	_____ File
62 _____ Unit/Section Chiefs/Chairs/Coordinators	
63 _____ Officers of the EVSU-Federation of Student Councils	

Annex A



Republic of the Philippines
EASTERN VISAYAS STATE UNIVERSITY
 _____ Campus

Approved per Board Resolution
 No. _____, s. 2017
 Approval Date: July ____ 2017
 Revision No. 2

STUDENT'S CLEARANCE

THE UNIVERSITY PRESIDENT

*Eastern Visayas State University
 Tacloban City*

Attn.: _____
Campus Director

Sir/Madame:

Date Filed: _____ **Time:** _____
Documents Requested: [] Transcript of Records
 [] Certificate of Grades/CAR [] Good Moral
 [] Others, please specify: _____
Purpose: [] Graduation [] Transfer [] Shift
 [] Employment: () Local () Abroad
 [] Others, please specify: _____
Type of Application: [] Original [] Re-file
 [] Special Power of Attorney (SPA) or **Authorization**
 shall be attached if filed by a Representative.

I have the honor to request clearance of all property, responsibility, money obligations and other accountabilities for the _____ semester of the academic year _____ which had been settled and cleared as signified below by the University's authorities concerned.

Very truly yours,

Signature over printed name

=====

I/WE hereby certify that the application for clearance by the above named applicant has been acted upon by our respective office as hereunder provided:

Date & Time Received	Offices & Signatories Concerned	Action Taken		
		<i>(Signing Officers must act this clearance within 24 hours from receipt)</i>		
		Approved	Disapproved	If disapproved, please state the reason/s
	Registrar			
	Director/Head of Financial Services			
	Librarian			
	Director/Head for SASO			
	Director/Head of NSTP <i>(except GS student)</i>			
	Head of the NGP			

This **CLEARANCE** is hereby [] **Approved**; [] **Disapproved**, effective _____.

Acted and signed by the authority by the University President:

 Campus Director/Vice President for Academic Affairs

Annex B

REPUBLIC OF THE PHILIPPINES)
_____)S.S

SPECIAL POWER OF ATTORNEY (SPA)

KNOW ALL MEN BY THESE PRESENTS:

I, the undersigned, Filipino citizen, of legal age, and currently enrolled in the _____ program of the Eastern Visayas State University (EVSU) _____ Campus, _____, do hereby name, constitute, and appoint, _____, _____ years old/ of legal age and resident of _____ to my true and lawful Attorney-in-Fact for me, name, place and stead, to do all of the following acts, to wit:

- 1) To request or secure the form of the Student's Clearance from the proper office or authority of the EVSU and to accomplish, sign, file or apply, submit pertinent documents, and process the said Student's Clearance at the different Offices concerned of the EVSU;
- 2) To follow-up and file appropriate appeal on any action taken by the Offices concerned which may be adverse to my interest; and
- 3) To perform such acts analogous to the foregoing.

HEREBY GRANTING AND GIVING unto my said ATTORNEY-IN-FACT full necessary power and authority to do and perform any and every act requisite and necessary to be done in and about the premises as fully to all intents and purposes as I might or could, if personally present and acting in person. **HEREBY RATIFYING AND CONFIRMING** all that my said Attorney-in-Fact may also do our cause to be done under and by virtue of these presents.

In WITNESS WHEREOF, I have hereunto set my/our hands this _____ day of _____ 20____ in _____.

Affiant
ID No. _____

Issued on _____ at _____

ACKNOWLEDGMENT

I, _____, a Notary Public duly authorized in the Municipality/City named above to take acknowledgments, certify that on this _____, _____ personally appeared _____ known to be the same persons described in the foregoing instrument, who acknowledged before me that his/her signature on the instrument was voluntarily affixed by him/her for the purposes stated therein, and who declared to me that he/she executed the instrument as his/her free and voluntary act and deed.

This Special Power of Attorney consisting of two (2) pages, including the page on which this Acknowledgment is written and the photocopy of the identification (ID) card of his/her Attorney-in-Fact is signed by the Affiant and sealed with my notarial seal.

WITNESS MY HAND AND SEAL on _____ at _____.

Doc. No. _____;
Page No. _____;
Book No. _____;
Series of _____.

NOTARY PUBLIC

Annex C

(date)

University President
Eastern Visayas State University
Tacloban City

**Subject: AUTHORIZATION TO SECURE, ACCOMPLISH, FILE, APPLY
AND PROCESS STUDENT'S CLEARANCE**

Dear Sir/Madame:

Greetings!

The undersigned, Filipino citizen, of legal age, and currently enrolled in the _____ program of the Eastern Visayas State University (EVSU) _____ Campus, _____, do hereby authorize, _____, _____ years old/ of legal age, resident of _____ and with is evidence of identification hereto attached, as my REPRESENTATIVE, to do all of the following acts, to wit:

- 1) To request or secure the form of the Student's Clearance from the proper office or authority of the EVSU and to accomplish, sign, file or apply, submit pertinent documents, and process the said Student's Clearance at the different Offices concerned of the EVSU;
- 4) To follow-up and file appropriate appeal on any action taken by the Offices concerned which may be adverse to my interest; and
- 2) To perform such acts analogous to the foregoing.

Further, my REPRESENTATIVE shall exercise full necessary power and authority to do and perform any and every act requisite and necessary to be done in and about the premises as fully to all intents and purposes as I might or could, if personally present and acting in person and hereby ratifying and confirming all that my Representative may also do our cause to be done under and by virtue of this authority.

It is hoped that this will merit your most auspicious consideration.

Most respectfully yours,

Principal
ID No. _____
Issued on _____ at _____

SUBSCRIBED AND SWORN to before me this _____ day of _____, 20____ at the _____, Philippines, the affiants exhibiting to me their Government issued Evidences of Identity/IDs written above.

WITNESS MY HAND AND SEAL on _____ at _____.

Doc. No. _____;
Page No. _____;
Book No. _____;
Series of _____.

NOTARY PUBLIC

Annex D

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Name of the Office

Principal Signing Officer (PSO)

ACO

ASOD 1

ASOD 2

ASOD 3

ASOD 4

ASOD 5

Legend:
PSO- Principal Signing Officer
ACO- Authorizing Countersigning Officer
ASOD- Alternate Signing Officer of the Day

**APPROVED PER SPECIAL/OFFICE ORDER NO. _____, S. 0217
ISSUED BY THE UNIVERSITY PRESIDENT ON**

Head of Office

Annex E



Republic of the Philippines
EASTERN VISAYAS STATE UNIVERSITY
_____ Campus

Office of the University Registrar

Approved per Board Resolution
No. _____, s. 2017
Approval Date: July ____ 2017
Revision No. 0

CERTIFICATE OF APPROVED STUDENT'S CLEARANCE

To Whom It May Concern:

THIS IS TO CERTIFY that _____, who was officially enrolled in _____ during School Year _____ has an approved Student's Clearance filed at this Office on _____.

THIS CERTIFIES FURTHER, that pursuant to the provisions of Memorandum Circular No. _____, s. 2017 issued by the University President on July _____, 2017, _____ is hereby exempted from accomplishing, filing and processing of the Student's Clearance and henceforth be issued with the permit to pay for the purpose of securing of other documents.

ISSUED this _____ day of _____, 20____ upon authority of Memorandum Circular No. _____, s. 2017.

University Registrar

APPROVED:

Vice President for Academic Affairs/
Campus Director