



## CLEARANCE (for 1 to 3 months leave only)



The University President  
Visayas State University  
Visca, Baybay City, Leyte

Sir:

I am passing this clearance to settle my obligations and other responsibilities to the university before my

Purpose: ☐ Training ☐ Summer Vacation ☐ Sick Leave ☐ Maternity Leave ☐ Others: Teachers Leave

Effective Date: June 16, 2020 End Date: August 2, 2020  
Name: LEO A. MAMOLO Position: Assistant Professor I  
Dept./Office: VSU Integrated High School Signature: [Signature]

DEPT./OFFICE	NAME/SIGNATURE	DATE
1. Home Dept./Office	<u>[Signature]</u>	<u>June 8, 2020</u>
2. University Librarian	<u>VICENTE A. GILLOS</u>	<u>08 JUN 2020</u>
3. University Registrar	<u>MARWIN A. CASTAÑEDA</u> OIC, Registrar's Office	<u>6/9/20</u>
4. Head, Cash Division	<u>QUEEN EVELYN ATUPAN</u>	
5. Head, Accounting Office	<u>ERLINDA S. ESCUERRA</u>	<u>6/8/20</u>
6. Head, Property Office	<u>LEGARIO B. RAMOS</u>	<u>6/8/2020</u>
7. Head, Personnel Records and Performance Evaluation Office	<u>HONEY SOFIA V. COLIS</u>	<u>6/19/20</u>

### RECOMMENDING APPROVAL:

ALELI A. VILLOCINO  
Dean

BEATRIZ S. BELONIAS  
Vice President for Instruction/Administration

### APPROVED:

EDGARDO E. TULIN  
President

This clearance form will be used by the faculty/staff who will be on leave for 1 to 3 months. It should be accomplished in 5 copies before receiving the last salary or any money due from the University.  
Distribution of copies: 1) Original- Personal Copy; 2) Payroll; 3) Home Dept./Office; 4) ODA-HRD; 5) Records

Vision: A globally competitive university for science, technology, and environmental conservation.

Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.