



6061 - 7/20/20

CLEARANCE
(for Part-time/Substitute Instructors)

RECEIVED
221

16 JUL 2020

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: [X] End of Contract [] Resignation [] Others(Specify): End of Appointment

Semester: 2nd Semester

SY: 2019-2020

Date: Start of Contract: January 13, 2020

End of Contract: May 23, 2020

Name: MR. IRISH N. CATA CUTAN

Position: Part-Time Instructor

Dept./Office: Institute of Human Kinetics

Signature:

Until Further notice Address: _____

Contact No. (Mobile No.): _____

DEPT./OFFICE

NAME/SIGNATURE

DATE

1. Home Dept./Office

CHARIS B. LIMBO

05-29-20

2. University Librarian

VICENTE A. GILOS - OIC ✓

MAY 29 2020

3. University Registrar

MARWEN A. CASTAÑEDA

JUN 04 2020

4. Head, Cash Division

QUEEN-EVER Y. ATUPAN

5/29/2020

5. Head, Accounting Office

ERLINDA S. ESGUERRA

7. Head, Personnel Records and
Performance Evaluation Office

ERLINDA S. ESGUERRA

HONEY SOFIA V. COLISA

7/16/20

RECOMMENDING APPROVAL:

ALELI A. VILLOCINO
College Dean

BEATRIZ S. BELONIAS
Vice President for Instruction

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.