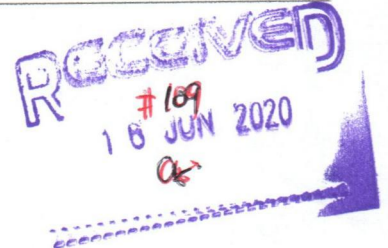




**CLEARANCE**

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: [ ] End of Contract [ ] Resignation [ xx ] Others(Specify): TEACHERS LEAVE

Semester: \_\_\_\_\_ SY: 2019-2020

Date: Start of Contract \_\_\_\_\_ End of Contract: \_\_\_\_\_

Name: BELJUN P. ENAYA Position: INSTRUCTOR I

Dept./Office: D L A B S Signature: \_\_\_\_\_

Until Further notice Address: \_\_\_\_\_

Contact No. (Mobile No.): \_\_\_\_\_

DEPT./OFFICE

NAME/SIGNATURE

DATE

1. Home Dept./Office

GUIRALDO C. FERNANDEZ, JR.

2. University Librarian

ANDRELI D. PARDALES ✓

MAY 07 2021

3. University Registrar

MARWEN A. CASTAÑEDA

03 June 2021

4. Head, Cash Division

QUEEN EVELYN ATUPAN

5. Head, Accounting Office

ERLINDA S. ESGUERRA

6. Head, Property Office

LEGARIO RAMOS

7. OIC Head, Personnel Records  
and Performance Evaluation Office

HONEY SOFIA V. COLIS

**RECOMMENDING APPROVAL:**

CANDELARIO L. CALIBO

Dean/Dept. Head

BEATRIZ S. BELONIAS

Vice President for Instruction/Administration

**APPROVED:**

EDGARDO E. TULING

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