Visca Baybay City, Leyte 6521-A, Philippines Phone/Fax: +63 053 563 7323 Email Address: prpeo@vsu.edu.ph Website: www.vsu.edu.ph

CLEARANCE

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



•	J	ŧ	Ŧ	

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:	19
Until Further notice Address:		
Contact No. (Mobile No.) : DEPT./OFFICE	NAME/SIGNATURE	DATE
1. Home Dept./Office	GUIRALDO O FERNANDEZ, JR.	
University Librarian	ANDRELI D. PARDALES V	MAY 0 7 2021
3. University Registrar	MARWEN A. CASTAÑEDA	03 Jone won
4. Head, Cash Division	QUEEN EXERTIFICATUPAN Questis	
5. Head, Accounting Office	ERI(INDA &)ESGUERRA	
6. Head, Property Office	LEGARIO RAMOS	
7. OIC Head, Personnel Records and Performance Evaluation Office	HONEY SOFIA V. COLIS &	
RECOMMENDING APPROVA		1071.
CANDELARIO Dean/Dept		RIZ S. BELONIAS walky for Instruction/Administration
APPROVED.	1	

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.

Control Number: