



OP#5148
7/20/20
0777

CLEARANCE

(for 1 to 3 months leave only)

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A

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: Teacher's Leave

Effective Date: June 16, Aug 02, 2020 End Date: 84, 2019 2020

Name: Norberto E. Milla Position: Associate Professor III

Dept./Office: Department of Statistics Signature:

DEPT./OFFICE	NAME/SIGNATURE	DATE
1. Home Dept./Office	 VIRGELIO M. ALAO	
2. University Librarian	 VICENTE A. GILOS ✓	08 JUN 2020
3. University Registrar	 MARWEN A. CASTAÑEDA	03 June 2020
4. Head, Cash Division	 QUEEN-EVER Y. ATUPAN	6/11/20
5. Head, Accounting Office	 ERLINDA S. ESGUERRA	6/11/20
6. Head, Property Office	 LIGARIO A. RAMOS	
7. Head, Personnel Records and Performance Evaluation Office	 HONEY SOFIA V. COLIS	

RECOMMENDING APPROVAL:

VIRGELIO M. ALAO
Dean/Dept. Head

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