

## PERSO L RECORDS AND PERFORMANCE EVALUATION OFFCE

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## **CLEARANCE**

(for 1 to 3 months leave only)

The University President Visayas State University Visca, Baybay City, Leyte RECEIVED)
0 6 JUL 2020
0 6 JUL 2020

Sir:

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

Purpose: [ ] Training	g [] Summer Var	cation [] Sick Leave	[ ] Maternity Le	eave [/]Other	rs: Teacher's Leave
Effective Date:		L; www	End Date:	84. 2019	2020
Name: Norberto E. Milla		Position:	Associate P	rofessor III	
Dept./Office: Department of Statistics		Signature:	Mile.		
DEPT./OFFICE		NAME/SI	GNATURE	1	DATE
1. Home Dept./Office		VIRGELI	M ALAO		
2. University Librarian		VICENTE A. GILOS V			0202 NIII, 8 O
3. University Registrar		MARWEN A. CASTANEDAY			03 Jureson
4. Head, Cash Division		1 QUEEN-EVER Y. ATUPAN QUINTER			6/11/20
5. Head, Accounting Office		ERLINDA S. ESGUERRA MY			16/11/ m
6. Head, Property Office		LIGARIO A. RAMOS			
7. Head, Personnel Performance Evalu		HONEYSO	mb FIA V. COLIS a		
RECOMMENDIN	G APPROVAL:				/
Dean/Dept. Head  BEATRIZ S. BELONIAS OF WARD Vice President for Instruction/Administration					
	APPROVED:	libband			
EDGARDO E. TULINO.					

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: Mission: A globally competitive university for science, technology, and environmental conservation. Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

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