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CLEARANCE
(for 1 to 3 months leave only)

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 [x] Summer Vacation [] Sick Leave [] Maternity Leave [] Others: Teachers's Leave

Effective Date: June 16, 2020 End Date: August 2, 2020

Name: ERNESTO F. BULAYOG Position: Associate Professor V

Dept./Office: Dept. of Economics Signature:

DEPT./OFFICE	NAME/SIGNATURE	DATE
1. Home Dept./Office	 MA. SALOME B. BULAYOG	
2. University Librarian	 ANDRELI D. PARDALES ✓	JUL 07 2020
3. University Registrar	 MARWEN A. CASTAÑEDA ✓	JUL 23 2020
4. Head, Cash Division	 QUEEN-EVER Y. ATUPAN ✓	JULY 14, 2020
5. Head, Accounting Office	 ERLINDA S. ESGUERRA ✓	JULY 14, 2020
6. Head, Property Office	 LEGARIO B. RAMOS ALIGIA M. FLORES ✓	07/07/2020
7. Head, Personnel Records and Performance Evaluation Office	 HONEY SOFIA V. COLISA ✓	

RECOMMENDING APPROVAL:

MOISES NEIL V. SERINO
MA. SALOME B. BULAYOG
Dept. Head
Dean, CME

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.