



UNIVERSITY CLEARANCE (for Faculty and Staff)

Name: LOVELY MAE J. ESTOR

Position: INSTRUCTOR I

Signature: [Signature]

Address and Mobile Number: 30 DE DICIEMBRE ST., BAYBAY CITY, LEYTE / 0906-963-6752

Dept./Office: DEPARTMENT OF MATHEMATICS

Last Day of Service in VSU: FEBRUARY 28, 2022

Purpose: [] Resignation [] Retirement [] Transfer [] Study Leave [/] Others MATERNITY LEAVE

Reason, if resignation: _____

Effective Date: MARCH 1, 2022

Cleared of work-related accountabilities:

[Signature] 3/7/2022
EUSEBIO R. LINA, JR.

Name and signature of Department /Unit Head

The above-named faculty/staff is cleared of money, property and other responsibilities from units under VSU, Visca, Baybay City, Leyte.

Name of Office	Name of Authorized Official	Signature	Date Signed
VP Administrative and Finance (includes units under VPPRGAS)	<u>DANIEL LESLIE S. TAN</u>	<u>[Signature]</u>	<u>3/10/22</u>
VP Research, Extension & Innovation	<u>MARIA JULIET C. CENIZA</u>	<u>[Signature]</u>	<u>3/17/22</u>
VP Academic Affairs (includes offices under <u>VP for Student Affairs and Services</u>)	<u>BEATRIZ S. BELONIAS</u>	<u>[Signature]</u>	<u>3/11/22</u>

Approved:

[Signature]
EDGARDO E. TULIN
University President
Date: 3/23/22

*Note: Faculty/staff who is retiring, being separated from the service, transferring to another agency, or go on leave of absence for more than three months is required to process this clearance in five (5) copies. This clearance should be duly accomplished only within a month prior to retirement/resignation/separation/ from the service before receiving the last salary or any money due to the faculty/staff from the university. After completion of this clearance, submit all copies to the Office of the Head of Recruitment, Selection, Placement and Personnel Records (OHRSPPR). Processing of clearance certificate shall follow the order of number indicated.



SPMO INTERNAL CLEARANCE

Name: Lovely Mae J. Estor

Position: Instructor I

Department/Office: Dept. of Mathematics

This is to **CERTIFY** that the above name personnel is cleared of all property accountabilities from our office.

Purpose:

☐ Resignation


☐ Study Leave

☐ Retirement

☒ Others: Maternity leave

☐ Transfer

Approved by:


ALICIA M. FLORES
Head, SPMO 18/3/10/22



ISO 9001:2015
CERTIFIED
11.000.000

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.



CERTIFICATION

This is to certify that **LOVELY MAE J. ESTOR**, Instructor I from Department of Mathematics has no financial accountability in our office.

Given this 8th day of March 2022 at the Visayas State University, Visca, Baybay City, Leyte.

NICK FREDDY R. BELLO
OIC Head, Accounting Office



CERTIFICATION

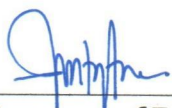
Date: March 07, 2022

This is to **CERTIFY** that I, Lovely Mae J- Estor of the
(Name of Employee/Accountable Officer)
Department/Office of Mathematics. I am transferring my property
accountabilities to Joy Ann A. Cainele during
(Name of Employee/Receiving Accountable Officer)
my maternity leave period from March 1, 2022 - June 1, 2022
(Purpose of Leave) (Inclusive Dates of Leave)

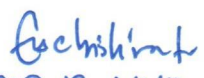
This is to **CERTIFY** further that I will automatically assume my property
accountabilities upon my reinstatement to work.

Conforme:



Signature of Employee
(Accountable Officer)


Signature of Employee
(Accepting Property Accountabilities)

Noted:


EUSEBIO R. LINA JR.
Department/Office Head

Approved:


ALICIA M. FLORES
Head, SPMO



0509

February 23, 2022

DR. BEATRIZ S. BELONIAS

Vice President for Academic Affairs
Visayas State University
Visca, Baybay City, Leyte

Dear Dr. Belonias:


Please be informed that I am authorizing Ms. Joy Ann A. Cañete, a regular faculty member of the department, to take charge my class records and to accommodate queries of my students regarding completion of grades and other academic concerns. This is in view of my maternity leave effective 1 March 2022.

Rest assured that the physical copies of students' basic academic records of all the subjects I handled have been turned-over to Ms. Joy Ann A. Cañete.

Very truly yours:


LOVELY MAE J. ESTOR
Instructor, DMath

Certified received the documents as stated:


JOY ANN A. CAÑETE
Instructor, DMath

Recommending Approval:


EUSEBIO R. LINA, JR.
Department Head


MA. THERESA P. LORETO
College Dean

APPROVED:


BEATRIZ S. BELONIAS
Vice President for Academic Affairs

cc: Office of the University Registrar