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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 ☐ Summer Vacation ☐ Sick Leave ☐ Maternity Leave ☒ Others: Teaching Leave

Effective Date: JUNE 16, 2020 End Date: AUGUST 2, 2020
Name: JOCELYN G. DACLAG Position: ASSISTANT PROFESSOR IV
Dept./Office: FOOD SCIENCE AND TECHNOLOGY Signature: [signature]

DEPT./OFFICE	NAME/SIGNATURE	DATE
1. Home Dept./Office	<u>IVY C. EMNACE</u>	<u>June 29, 2020</u>
2. University Librarian	<u>MARWEN A. CASTAÑEDA</u>	<u>JUL 20 2020</u>
3. University Registrar	<u>ANDRELI D. PARDALES</u>	<u>JUL 15 2020</u>
4. Head, Cash Division	<u>QUEEN-EVERY ATUPAN</u>	<u>JULY 15, 2020</u>
5. Head, Accounting Office	<u>ERLINDA S. ESGUERRA</u>	<u>7/15/20</u>
6. Head, Property Office	<u>ALICIA M. FLORES</u> <u>LEGARIO B. RAMOS</u>	<u>JULY 15, 2020</u>
7. Head, Personnel Records and Performance Evaluation Office	<u>HONEY SOFIA V. COLIS</u>	

RECOMMENDING APPROVAL:

VICTOR B. ASIO
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

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.

Page 1 of 1
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No. 238