



CLEARANCE

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, 2020 End Date: Aug. 2, 2020

Name: Devianne Jane E. Daiz Position: Instructor I

Dept./Office: College of Nursing Signature: [Signature]



| DEPT./OFFICE | NAME/SIGNATURE | DATE |
|--|--|--------------------|
| 1. Home Dept./Office | <u>JESUSA M. MAGNO</u> | |
| 2. University Librarian | <u>VICENTE A. GILOS</u> | |
| 3. University Registrar | <u>MARWEN A. CASTAÑEDA</u> | <u>JUN 09 2020</u> |
| 4. Head, Cash Division | <u>QUEEN EVELYN Y. ATUPAN</u> | |
| 5. Head, Accounting Office | <u>ERLINDA S. ESQUERRA</u> | <u>5/21/20</u> |
| 6. Head, Property Office | <u>VEGARIO B. RAMOS</u> <u>ALICIA M. FLORES</u> | <u>6/9/2020</u> |
| 7. Head, Personnel Records and Performance Evaluation Office | <u>HONEY SOFIA V. COLIS</u> | |

RECOMMENDING APPROVAL:

JESUSA M. MAGNO
Dean, College of Nursing

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.