



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: JANET ALEXIS A. DE LOS SANTOS Position: Associate Professor I

Dept./Office: College of Nursing Signature:

DEPT./OFFICE	NAME/SIGNATURE	DATE
1. Home Dept./Office	 JESUSA M. MAGNO	
2. University Librarian	 VICENTE A. GILOS ✓	
3. University Registrar	 MARWEN A. CASTAÑEDA	<u>20 May 2020</u>
4. Head, Cash Division	 QUEEN EVELYN Y. ATUPAN	
5. Head, Accounting Office	 ERLINDA S. ESGUERRA, <i>for</i>	<u>5/27/20</u>
6. Head, Property Office	 LEGARDA B. RAMO ALICIA M. FLORES	<u>6/9/2020</u>
7. Head, Personnel Records and Performance Evaluation Office	 HONEY SOFIA V. COLIS	

RECOMMENDING APPROVAL:

JESUSA M. MAGNO
Dean, College of Nursing

BEATRIZ S. BELONIAS 05/24
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.