



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: _____

Effective Date: June 16, 2020 End Date: August 2, 2020
Name: MR. EDILBERTO A. ARTIGA, JR. II Position: INSTRUCTOR
Dept./Office: Institute of Human Kinetics Signature: [Signature]

DEPT./OFFICE	NAME/SIGNATURE	DATE
1. Home Dept./Office	<u>CHARIS B. LIMBO</u>	<u>Aug - 11, 2020</u>
2. University Librarian	<u>VICENTE A. GILOS - OIC</u>	<u>June 25, 2020</u>
3. University Registrar	<u>MARWEN A. CASTANEDA</u>	
4. Head, Cash Division	<u>QUEEN-EVERY Y. ATUPAN</u>	<u>JULY 23, 2020</u>
5. Head, Accounting Office	<u>ERLINDA S. ESGUERRA</u>	<u>7/28/20</u>
6. Head, Property Office	<u>ALICIA M. FLORES</u>	<u>8/11/2020</u>
7. Head, Personnel Records and Performance Evaluation Office	<u>HONEY SOFIA V. COLIS</u>	

RECOMMENDING APPROVAL:

ALELI A. VILLOCINO
College Dean

BEATRIZ S. BELONIAS 8/12/20
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.