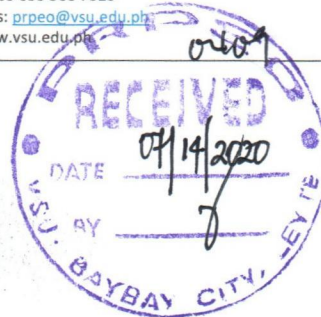




LOLOI - 7/10/20



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: Teachers Leave

Effective Date: June 16, 2020 End Date: August 2, 2020
 Name: FLORENCIO JOHN S. SALADAGA Position: Substitute
 Dept./Office: VSU Integrated High School Signature:

DEPT./OFFICE	NAME/SIGNATURE	DATE
1. Home Dept./Office		07/07/2020
2. University Librarian	VICENTE A. GILOS	JUL 07 2020
3. University Registrar		JUL 07 2020
4. Head, Cash Division		JULY 09, 2020
5. Head, Accounting Office		JULY 7, 2020
6. Head, Property Office		07/08/2020
7. Head, Personnel Records and Performance Evaluation Office		

RECOMMENDING APPROVAL:

ALELI A. VILLOCINO
 Dean

BEATRIZ S. BELONIAS
 Vice President for Instruction/Administration

APPROVED:

EDGARDO E. TULINA
 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.