



## 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: [ ] End of Contract [ ] Resignation [ xx ] Others(Specify): TEACHERS LEAVE

Semester: \_\_\_\_\_

SY: 2019-2020

Date: Start of Contract \_\_\_\_\_ End of Contract: June 16 - Aug. 2, 2020

Name: RHODORA A. BANDE Position: ASST. PROF. II

Dept./Office: D L A B S Signature: \_\_\_\_\_

Until Further notice Address: \_\_\_\_\_

Contact No. (Mobile No.): \_\_\_\_\_

DEPT./OFFICE	NAME/SIGNATURE	DATE
1. Home Dept./Office	<u>GUIRALDO C. FERNANDEZ, JR.</u>	
2. University Librarian	<u>ANDRELI D. PARDALES</u>	<u>MAY 07 2020</u>
3. University Registrar	<u>MARWEN A. CASTAÑEDA</u>	<u>JUL 16 2020</u>
4. Head, Cash Division	<u>QUEENLEVER V. ATUPAN</u>	
5. Head, Accounting Office	<u>ERLINDA S. ESGUERRA</u>	<u>5/12/20</u>
6. Head, Property Office	<u>LEGARIO RAMOS</u>	
7. OIC Head, Personnel Records and Performance Evaluation Office	<u>HONEY SOFIA V. COLISA</u>	

### RECOMMENDING APPROVAL:

CANDELARIO L. CALIBO  
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