



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: Teacher's Leave

Effective Date: June 16, 2020

End Date: August 2, 2020
July 15, 2020

Name: WARREN D. COME

Position: Asst. Prof. 2

Dept./Office: DAS, VSU, Baybay City, Leyte

Signature:

DEPT./OFFICE	NAME/SIGNATURE	DATE
1. Home Dept./Office	 JULIUS V. ABELA	6-24-2020
2. University Librarian	 VICENTE A. GIROS	JUN 26 2020
3. University Registrar	 MARWEN A. CASTAÑEDA	JUN 28 2020
4. Head, Cash Division	 QUEEN-EVER Y. ATUPAN	
5. Head, Accounting Office	 ERLINDA S. EGUERRA	
6. Head, Property Office	 LEGARIO B. RAMOS	07/03/2020
7. Head, Personnel Records and Performance Evaluation Office	 HONEY SOFIA V. COLES	

RECOMMENDING APPROVAL:

VICTOR B. ASIO
Dean, CAFS

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:
Mission:

A globally competitive university for science, technology, and environmental conservation.
Development of a highly competitive human resource, cutting-edge scientific knowledge
and innovative technologies for sustainable communities and environment.