



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 ☒ Others(Specify): TEACHERS LEAVE

Semester: _____

SY: 2019-2020

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

Name: SEREGENA RUTH L. MARTINEZ Position: ASSO. PROF. V

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

GUIRALDO C. FERNANDEZ, JR.

2. University Librarian

ANDRELI D. PARDALES

22 MAY 2020

3. University Registrar

MARWEN A. CASTANEDA

4. Head, Cash Division

QUEEN-EVER Y. ATUPAN

5. Head, Accounting Office

ERLINDA S. ESGUERRA

6. Head, Property Office

LEGARIO RAMOS

7. OIC Head, Personnel Records
and Performance Evaluation Office

HONEY SOFIA V. COLIS

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