



6/16/20

CLEARANCE

(for 1 to 3 months leave only)

RECEIVED

14 JUL 2020

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 [x] Others: Teachers' Leave

Effective Date: June 16, 2020 End Date: August 2, 2020
Name: EILEEN B. BANDALAN Position: ASSISTANT PROFESSOR II
Dept./Office: FOOD SCIENCE & TECHNOLOGY Signature: [Signature]

DEPT./OFFICE	NAME/SIGNATURE	DATE
1. Home Dept./Office	IVY C. EMNACE	June 29, 2020
2. University Librarian	ANDRELI D. PARDALES	06/29/2020
3. University Registrar	MARWEN A. CASTAÑEDA	JUL 10 2020
4. Head, Cash Division	QUEEN-EVERY V. ATUPAN	JULY 2, 2020
5. Head, Accounting Office	ERLINDA S. ESGUERRA	6/29/20
6. Head, Property Office	LEGARIO B. RAMOS	07/02/2020
7. Head, Personnel Records and Performance Evaluation Office	HONEY SOFIA V. COLIS	

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:

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.