



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: SUSAN M. ENAGE Position: Instructor I
Dept./Office: VSU Integrated High School Signature: _____

DEPT./OFFICE	NAME/SIGNATURE	DATE
1. Home Dept./Office	 SHALOM GRACE C. SUGANO	<u>July 28, 2020</u>
2. University Librarian	 VICENTE A. GILOS	<u>AUG 05 2020</u>
3. University Registrar	 MARWEN A. CASTAÑEDA	_____
4. Head, Cash Division	 QUEEN EVER Y. ATUPAN	<u>AUG. 04, 2020</u>
5. Head, Accounting Office	 ERLINDA S. ESGUERRA	<u>8/4/20</u>
6. Head, Property Office	 ALICIA M. FLORES LEGARIO B. RAMOS	<u>7/29/2020</u>
7. Head, Personnel Records and Performance Evaluation Office	 HONEY SOFIA B. COLISA	_____

RECOMMENDING APPROVAL:

BAYRON S. BARREDO
Dean

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

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.