



OP# 5910
8/18/20
0499

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 June 16, 2020

End of Contract: Aug. 2, 2020

Name: PAULA NADREA M. PAQUIBULAN

Position: INSTRUCTOR 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

GUIRALDO C. FERNANDEZ, JR.

2. University Librarian

ANDRELI D. PARDALES

3. University Registrar

MARWEN A. CASTAÑEDA

4. Head, Cash Division

QUEEN EYER A. ATUPAN

5. Head, Accounting Office

ERLINDA S. ESGUERRA

5/12/20

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