



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
Name: JEDI JOY B. MAHILUM Position: Instructor
Dept./Office: Plant Breeding and Genetics Signature: [Signature]

DEPT./OFFICE	NAME/SIGNATURE	DATE
1. Home Dept./Office	ROMMEL M. GARRIDO Jr.	July 10, 2020
2. University Librarian	VICENTE A. GILOS	2020
3. University Registrar	MARWEN A. CASTAÑEDA	JUL 24 2020
4. Head, Cash Division	QUEEN EVER Y. ATUPAN	JULY 14, 2020
5. Head, Accounting Office	ERLINDA S. ESGUERRA	JULY 27, 20
6. Head, Property Office	ALICIA M. FLORES	7/16/2020
7. Head, Personnel Records and Performance Evaluation Office	HONEY SOFIA V. COLISA	

RECOMMENDING APPROVAL:

[Signature] VICTOR B. ASIO Dean
[Signature] BEATRIZ S. BELONIAS Vice President for Instruction/Administration

APPROVED:

[Signature]
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