

PERFORMANCE EVALUATION OFFCE

Visca Baybay City, Leyte 6521-A, Philippines Phone/Fax: +63 053 563 7323

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CLEARANCE

(for 1 to 3 months leave only)

The University President Visayas State University Visca, Baybay City, Leyte RECEIVED

DATE 08 07 12020

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I am passing this clearance to settle my obligations and other responsibilities to the university before my

Purpose: [] Training [] Summer \	acation [] Sick Leave [] N	flaternity Leave	Others: 1	teacher's Leave		
Effective Date: June 16, 2020	E	nd Date: Au	gust 2, 2020			
Name: JEDI JOY B. MAHILUM	P	osition: Ins	tructor			
Dept./Office: Plant Breeding ar	nd Genetics S	ignature:	pt:			
DEPT./OFFICE	NAME/SIGNATI	JRE	0	DATE		
1. Home Dept./Office	ROMMEL M. GARR	IDO Jr.		2020		
2. University Librarian	VICENTE A. GIL	.OS		4020		
3. University Registrar	MARWEN A. CAST	AŇEDA _V		JUL 2 4 2020		
4. Head, Cash Division	QUEEN ENER Y. A	TUPAN/		ULY 14,2020		
5. Head, Accounting Office	ERLINDA S, ESGU	IERRA H	_	JMY 27, 20		
6. Head, Property Office	ALICIA M. FLOR	ES &		7/16/2020		
7. Head, Personnel Records and Performance Evaluation Office	HONEY SOFIA V.	COLISO				
RECOMMENDING APPROVAL:						
VICTOR I		BEATE	RIZS. BELON	NIAS MAZ Administration		
APPROVED: LLIFT EDGARDO E TULIN						

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

President

Vision: A

Mission:

A globally competitive university for science, technology, and environmental conservation. Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

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