Per nel Records and Performance Coa ction Office 084

Visca Baybay City, Leyte 6521-A, Philippines Phone/Fax: +63 053 563 7323 Email Address: <u>prpeo@vsu.edu.ph</u> Website: www.vsu.edu.ph

CLEARANCE

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

1:6 JUN 2020

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I am passing this clearance to settle my obligations and other responsibilities to the university before my purpose: [] End of Contract [] Resignation [xx] Others(Specify): <u>TEACHERS LEAVE</u>

Semester:	SY:	2019-2020
Date: Start of Contract	End of Contract:	
Name: MARY GRACE P. ENAYA	Position:	INSTRUCTOR I
Dept./Office: DLABS	Signature:	Chayopage
Until Further notice Address:		
Contact No. (Mobile No.) : DEPT./OFFICE	NAME/SIGNATURE	DATE
1. Home Dept./Office GUIRAL	DO C FERNANDEZ, JR.	Jue 1,200
2. University Librarian ANDREL	I D. PARDALES	MAY 0 7 2020
3. University Registrar MARWE	N A. CASTAÑEDAY	03 June 5000
4. Head, Cash Division QUEEN	EXPLANTUPAN QUILLA	
5. Head, Accounting Office ERLIND	A S BSGUERRAS WHAT	5/12/20
6. Head, Property Office LEGARI	RAMOS	
7. OIC Head, Personnel Records and Performance Evaluation Office HONEY	gófia v. colis a	6/16/20
RECOMMENDING APPROVAL		juy,
CANDELARIO L. CALIE Dean/Dept. Head	BO BEATI Vice President for	RIZ S. BELONIAS of 15
APPROVED:	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

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.

Control Number: //C