



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 _____ End of Contract: _____

Name: MARY GRACE P. ENAYA Position: INSTRUCTOR I

Dept./Office: D L A B S Signature: *Enayapmfc*

Until Further notice Address: _____

Contact No. (Mobile No.): _____

DEPT./OFFICE	NAME/SIGNATURE	DATE
1. Home Dept./Office	<u>GUIRALDO C. FERNANDEZ, JR.</u>	<u>June 1, 2020</u>
2. University Librarian	<u>ANDRELI D. PARDALES ✓</u>	<u>MAY 07 2020</u>
3. University Registrar	<u>MARWEN A. CASTAÑEDA</u>	<u>03 June 2020</u>
4. Head, Cash Division	<u>QUEEN EVELYN ATUPAN</u>	
5. Head, Accounting Office	<u>ERLINDA S. ESGUERRA</u>	<u>5/12/20</u>
6. Head, Property Office	<u>LEGARIO RAMOS</u>	
7. OIC Head, Personnel Records and Performance Evaluation Office	<u>HONEY SOFIA V. COLIS</u>	<u>6/16/20</u>

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