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(for Part-time Instructors)

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

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Sir:			
I am passing this clearance to settle my obligations and other responsibilities to the university before my purpose: [xx] End of Contract [] Resignation [] Others(Specify):			
Semester: 2 <sup>nd</sup> SEMESTER	SY:	2019-2020	
Date: Start of Contract January 13, 2020	End of Contract:	MAY 23, 2020	
Name: KAY T. JUANILLO	Position:	PART-TIME INSTRUCTOR	
Dept./Office: D L A B S	Signature:	Py	
Until Further notice Address:			
Contact No. (Mobile No.):  DEPT./OFFICE  NAME/SIGNATURE  DATE			
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1. Home Dept./Office GUIRALDO C. FERNAND	6/30/2000		
2. University Librarian ANDRELI D. PARDALES	✓	MAY 0 7 2020	
3. University Registrar MARWEN A. CASTAÑEDA	Ay	JUN 1 5 2020	
4. Head, Cash Division QUEEN-TOPAN ATUPAN			
5. Head, Accounting Office — ERLINDA S. ESGUERRA	4 /	5/12/20	
7. OIC Head, Personnel Records and Performance Evaluation Office HONEY SOFIA V. COLIS	~2	6/24/20	
RECOMMENDING APPROVAL:			
CANDELARIO L. CALIBO		RIZ S. BELONIAS gullow	
Dean, CAS Vice President for Instruction/Administration			

APPROVED:

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

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: