



CLEARANCE
(for Part-time Instructors)

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#107

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: [xx] End of Contract [] Resignation [] Others(Specify): _____

Semester: 2nd 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:

Until Further notice Address: _____

Contact No. (Mobile No.): _____
DEPT./OFFICE

	NAME/SIGNATURE	DATE
1. Home Dept./Office	 GUIRALDO C. FERNANDEZ, JR.	6/19/2020
2. University Librarian	 ANDRELI D. PARDALES ✓	MAY 07 2020
3. University Registrar	 MARWEN A. CASTAÑEDA	JUN 15 2020
4. Head, Cash Division	 QUEEN-EVER A. ATUPAM	
5. Head, Accounting Office	 ERLINDA S. ESGUERRA	5/12/20
7. OIC Head, Personnel Records and Performance Evaluation Office	 HONEY SOFIA V. COLIS	6/24/20

RECOMMENDING APPROVAL:

CANDELARIO L. CALIBO
Dean, CAS

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