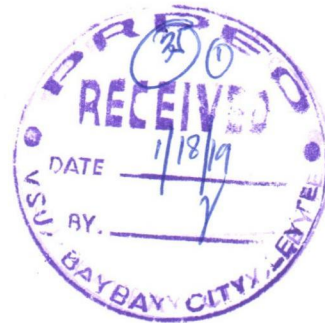




VISAYAS STATE UNIVERSITY
Visca, Baybay City, Leyte

CLEARANCE FOR INSTRUCTORS



The University President
Visayas State University
Visca, Baybay, Leyte

Sir:

I am passing this clearance to settle my obligations and other responsibilities to the University before my
Purpose : ☐ Termination of appointment ☐ Resignation ☐ Others (Specify) ☒ Personal

Effective Date: Feb. 1, 2019

End Date: 30-Apr-19

Name : Mark C. Ratilla

Position : Instructor

Dept./Office: DBM

Signature: [Signature]

Until further notice faculty/staff's address: Apt. 22, Kilbourne St. VSU, VISCA, BAYBAY CITY, LEYTE
Contact No. (Mobile Number) 09167797780

We CERTIFY that the above-named Part-time Instructor is cleared of his/her responsibilities to the University.

DEPT./OFFICE	NAME and SIGNATURE	DATE SIGNED
1. Home Dept. Office	<u>[Signature]</u> ANTONIO P. ABAMO	
2. University Librarian	<u>[Signature]</u> Andrei D. Pardales	<u>1/10/19</u>
3. University Registrar	<u>[Signature]</u> Eliezer L. Velasco	
4. Head, Cash Division	<u>[Signature]</u> Corazon U. Nuevo	
5. Head, Accounting Office	<u>[Signature]</u> Erlinda S. Esguerra	
6. Head, Personnel Records and Performance Evaluation Office	<u>[Signature]</u> Teresita L. Quiñanola	<u>1/28/19</u>

RECOMMENDING APPROVAL:

[Signature]
ANTONIO P. ABAMO
College Dean

[Signature]
BEATRIZ S. BELONIAS
Vice Pres. for Instruction

APPROVED:

[Signature]
EDGARDO E. TULIN
University President

Instruction:

This clearance form should be accomplished in **5 copies** before receiving the last salary or any money due from the University at the end of every semester.

Distribution of copies:

1) Original- Part-time Instructor; 2) Payroll; 3) Home Dept./Office; 4) ODA-HRD; 5) Records