



CLEARANCE

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

RECEIVED
#105
13 JUN 2020

Sir:

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): TEACHERS LEAVE

Semester: _____

SY: 2019-2020

Date: Start of Contract _____ End of Contract: _____

Name: JOHN MARTIN A DIAO Position: INSTRUCTOR I

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.

June 1, 2020

2. University Librarian

ANDRELI D. PARDALES ✓

MAY 07 2020

3. University Registrar

MARWEN A. CASTAÑEDA

June 1, 2020

4. Head, Cash Division

QUEEN-EMER TATUPAN

5. Head, Accounting Office

ERLINDA S. ESGUERRA

6/12/20

LEGARIO RAMOS

6. Head, Property Office

7. OIC Head, Personnel Records
and Performance Evaluation Office

HONEY SOFIA V. COLISA

6/16/20

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