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CLEARANCE

The University President Visayas State University Visca, Baybay City, Leyte RECENTED AND 2020

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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:	S	Y: _2019-2020
Date: Start of Contract	End of Contrac	t:
Name: JOHN MARTIN A DIAO	Position:	INSTRUCTOR I
Dept./Office: DLABS	Signature:	fer.
Until Further notice Address:		1
Contact No. (Mobile No.) : DEPT./OFFICE	NAME/SIGNATURE	DATE
1. Home Dept./Office	GUIRALDO O FERNANDEZ, JR.	The 1,200
University Librarian	ANDRELI D. PARDALES V	MAY 0 7 2020
3. University Registrar	MARWEN A. CASTAÑEDAY	od June won
4. Head, Cash Division	QUEEN ATUPAN QUATUS	
5. Head, Accounting Office	ERLINDA'S ESGUERRA	6/12/W
6. Head, Property Office	LEGARIO RAMOS	
7. OIC Head, Personnel Records and Performance Evaluation Office	HONEY SOFIA V. COLISA	6/16/20
RECOMMENDING APPROVAL	SALUPO BE	1011
CANDECARIO I Dean/Dept.		YTRIZ S. BELONIAS It for Instruction/Administration
APPROVED:	108	

EDGARDO E. TULIN W

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

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: 20-09