



VISAYAS STATE UNIVERSITY
Visca, Baybay City, Leyte

PROVISIONAL CLEARANCE FOR FACULTY/STAFF

(For 1 to 3 months leave only)



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 : ☐ Training ☒ Summer Vacation ☐ Vacation Leave ☐ Sick Leave ☐ Maternity Leave ☒ Others

Teacher Leave

Effective Date : June 10, 2018

End Date : July 31, 2018

Name : MARICEL V. LIM

Position : Instructor III

Dept./Office: DCST

Signature: [Signature]

Until further notice faculty/staff's address: _____

Contact No. (Mobile Number) 09176302066

We CERTIFY that the above-named faculty/staff is provisionally cleared of obligations and other responsibilities.

DEPT./OFFICE	NAME	SIGNATURE	DATE SIGNED
1. Home Dept. Office	WINSTON M. TABADA	<u>[Signature]</u>	<u>6/8/18</u>
2. University Librarian	ANDRELI D. PARDALES	<u>[Signature]</u>	<u>6/8/18</u>
3. University Registrar	ELIEZER L. VELASCO	<u>[Signature]</u>	<u>6/8/18</u>
4. Head, Cash Division	CORAZON U. NUEVO	<u>[Signature]</u>	<u>6/8/18</u>
5. Head, Accounting Office	ERLINDA S. ESGUERRA	<u>[Signature]</u>	<u>6/11/2018</u>
6. Head, Property Office	ALICIA M. FLORES	<u>[Signature]</u>	<u>6/20/18</u>
7. Head, Personnel Records and Performance Evaluation Office	TERESITA L. QUIÑANOLA	<u>[Signature]</u>	<u>6/20/18</u>

RECOMMENDING APPROVAL:

[Signature]
ROBERTO C. GUARTE
Dean/Dept. Head

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

APPROVED:

[Signature]
EDGARDO E. TULIN
University President

Instruction:

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