



242
2644



CLEARANCE

(for 1 to 3 months leave only)

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

Effective Date: June 16, 2020 End Date: August 2, 2020

Name: Raymund M. Igcasama Position: Instructor I

Dept./Office: Department of Mathematics & Physics Signature:

DEPT./OFFICE	NAME/SIGNATURE	DATE
1. Home Dept./Office	 EUSEBIO R. LINA, JR.	<u>July 23, 2020</u>
2. University Librarian	 VICENTE A. GIROS ✓	<u>JUL 09 2020</u>
3. University Registrar	 MARWEN A. CASTAÑEDA ✓	<u>JUL 20 2020</u>
4. Head, Cash Division	 QUEEN-EVER Y. ATUPAN ✓	<u>7/9/2020</u>
5. Head, Accounting Office	 ERLINDA S. ESGUERRA ✓	<u>7/21/20</u>
6. Head, Property Office	 LEGARIO B. RAMOS ALICIA M. FLORES ✓	<u>7/8/2020</u>
7. Head, Personnel Records and Performance Evaluation Office	 HONEY SOFIA V. COLIS ✓	

RECOMMENDING APPROVAL:

CANDELARIO L. CALIBO
Dean, CAS

BEATRIZ S. BELONIAS
Vice President for Academic Affairs

APPROVED:

EDGARDO E. TULIN
President