



**CLEARANCE**  
(for 1 to 3 months leave only)

**RECEIVED**  
#201  
07 JUL 2020  
a

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: TEACHER'S LEAVE

Effective Date: JUNE 16, 2020 End Date: AUGUST 2, 2020

Name: LOREME S. CAGANDE Position: SUBSTITUTE INSTRUCTOR I

Dept./Office: DEPARTMENT OF AGRONOMY Signature: L. S. Cagande

DEPT./OFFICE	NAME/SIGNATURE	DATE
1. Home Dept./Office	ULYSSES A. CAGASAN	May 18, 2020
2. University Librarian	ANDRELI PARDALES	MAY 18 2020
3. University Registrar	MARWEN A. CASTAÑEDA	JUL 06 2020
4. Head, Cash Division	QUEEN EVELYN T. ATUPAN	May 20, 2020
5. Head, Accounting Office	ERLINDA S. ESGUERRA	5/20/20
6. Head, Property Office	ALICIA M. FLORES	5/18/2020
7. Head, Personnel Records and Performance Evaluation Office	HONEY SOFIA V. COLIS	7/8/20

**RECOMMENDING APPROVAL:**

ULYSSES A. CAGASAN  
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



July 6, 2020

**Ms. Marwen A. Castañeda**  
OIC, University Registrar  
Visayas State University  
Visca, Baybay City, Leyte

Dear Ms. Castañeda:

I would like to recommend Ms. Ma. Gweneth M. Abit to take charge of my responsibilities as Substitute Instructor I of the Department of Agronomy from June 16, 2020 to August 2, 2020. On this date, I will be on Teacher's Leave.

Thank you very much.

Respectfully yours,

*L. S. Cagande*  
**LOREME S. CAGANDE**  
Substitute Instructor I

Conforme:

*[Signature]*  
**MA. GWENETH M. ABIT**  
Instructor I

Endorsed by:

*[Signature]*  
**ULYSSES A. CAGASAN**  
Head, Dept. of Agronomy



July 03, 2020


**TO WHOM IT MAY CONCERN:**

This is to certify that **Ms. Loreme S. Cagande**, a substitute faculty member of the Department of Agronomy has accomplished the following outputs she committed to produce:

1. Written coursebook/courseware/learning module for AgSc111- Post harvest and Seed Technology subject to be handled in the 1<sup>st</sup> semester, SY 2020-2021.
2. Virtual classroom for AgSc111- Post harvest and Seed Technology
3. Submitted grades in all subjects handled this 2<sup>nd</sup> sem, SY 2019-2020.

This is to certify further that the above-mentioned outputs were actually submitted and received by the undersigned and are acceptable in terms of quality being agreed upon.

Certified corrected and accepted by:

  
**ULYSSES A. CAGASAN**  
Department Head

Approved:

  
**VICTOR B. ASIO**  
College Dean