

Personnel Records and Performance

Evalution Office

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CLEARANCE

(for 1 to 3 months leave only)

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



Sir:		
I am passing this clearance my	to settle my obligations and other resp	onsibilities to the university before
Purpose: [] Training [] Summer V	acation [] Sick Leave [] Maternity Lea	ave [/] 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:	2 L. Cagande
DEPT./OFFICE	NAME/SIGNATURE	DATE
1. Home Dept./Office	ULYSSES A CAGASAN	May 18, 2020
2. University Librarian	ANDRELI PARDALES	MAY 1 8 2020
3. University Registrar	MARWEN A. CASTAÑEDA	JUL 0 6 2020
4. Head, Cash Division	QUEEN FATUPAN	May 20,2020
5. Head, Accounting Office	ERLINDAS. ESGUERRA	65 [56] Sol 14
6. Head, Property Office	ALICIA M FLORES	5/18/2020
7. Head, Personnel Records and Performance Evaluation Office	HONEY SOFIA V. COLIS a	7/8/20
RECOMMENDING APPROVAL: ULYSSES A. CAGASAN BEATRIZ S. BELONIAS DATA		
Dean/ <u>Dept. Head</u> Vice President for Instruction/Administration		
APPROVED:	100 2	

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

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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: 201





DEPARTMENT OF AGRONOMY

fsayas State University Isca, Baybay City, Leyte Phone: +63 53 563 1883 Email: agronomy@vsu.edu.ph Website: vsu.edu.ph

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,

LOREME S. CAGANDE Substitute Instructor I

Conforme:

MA. GWENETH

Instructor I

Endorsed by:

ULYSSES A. CAGASAN

Head, Dept. of Agronomy



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DEPARTMENT OF AGRONOMY

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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:

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

