



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: Teacher's Leave

Effective Date: June 16, 2020 End Date: July 15, 2020
Name: JULIOUS B. CERNA Position: Instructor I
Dept./Office: FOOD SCIENCE & TECHNOLOGY Signature: [signature]

DEPT./OFFICE	NAME/SIGNATURE	DATE
1. Home Dept./Office	LORINA A. GALVEZ <u>[signature]</u>	
2. University Librarian	ANDRELI D. PARDALES <u>[signature]</u>	<u>7/20/2020</u>
3. University Registrar	MARWEN A. CASTAÑEDA <u>[signature]</u>	
4. Head, Cash Division	QUEEN-EVERY MATUPAN <u>[signature]</u>	<u>7/30/2020</u>
5. Head, Accounting Office	ERLINDA S. ESGUERRA <u>[signature]</u>	<u>7/27/20</u>
6. Head, Property Office	ALICK M. MORENO <u>[signature]</u> LEGARIO B. RAMOS	<u>7/20/2020</u>
7. Head, Personnel Records and Performance Evaluation Office	HONEY SOFIA V. COLISA <u>[signature]</u>	

RECOMMENDING APPROVAL:

[signature]
VICTOR B. ASIO
Dean, CAFS

[signature]
BEATRIZ S. BELONIAS
Vice President for Instruction

APPROVED:

[signature]
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

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.