



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: May 20, 2020 End Date: June 30, 2020
Name: ROMMEL M. GARRIDO Jr. Position: Instructor
Dept./Office: Plant Breeding and Genetics Signature: [Signature]

DEPT./OFFICE	NAME/SIGNATURE	DATE
1. Home Dept./Office	<u>[Signature]</u> LUZ O. MORENO	<u>6/29/2020</u>
2. University Librarian	<u>[Signature]</u> VICENTE A. GILOS ✓	<u>JUL 08 2020</u>
3. University Registrar	<u>[Signature]</u> MARWEN A. CASTAÑEDA ✓	
4. Head, Cash Division	<u>[Signature]</u> QUEEN-EVER Y. ATUPAN ✓	<u>JULY 16, 2020</u>
5. Head, Accounting Office	<u>[Signature]</u> ERLINDA S. ESGUERRA ✓	<u>7/1/20</u>
6. Head, Property Office	<u>[Signature]</u> ALICIA M. FLORES ✓	<u>7/16/2020</u>
7. Head, Personnel Records and Performance Evaluation Office	<u>[Signature]</u> HONEY SOFIA V. COLIS ✓	

RECOMMENDING APPROVAL:

[Signature] VICTOR B. ASIO Dean/Dept. Head
[Signature] BEATRIZ S. BELONIAS Vice President for Instruction/Administration

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:
Mission:

A globally competitive university for science, technology, and environmental conservation.
Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.