



## CLEARANCE

(for 1 to 3 months leave only)

RECEIVED  
6/25  
23 JUN 2020

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: NOEMI ELISA L. OQUIAS Position: Instructor II

Dept./Office: VSU Integrated High School Signature: [Signature]

DEPT./OFFICE	NAME/SIGNATURE	DATE
1. Home Dept./Office	<u>[Signature]</u>	<u>June 17, 2020</u>
2. University Librarian	<u>VICENTE A. GILLO</u>	<u>June 22, 2020</u>
3. University Registrar	<u>MARIWEN A. CASTAÑEDA</u> <u>Asst. 6/19/20</u>	<u>JUN 15 2020</u> <u>6/19/2020</u>
4. Head, Cash Division	<u>QUEEN-EVER Y. ATUPAD</u>	<u>6/17/20</u>
5. Head, Accounting Office	<u>ERLINDA C. ESQUEKKA</u> <u>HEAD ACCTG. OFFICE</u>	<u>6/22/2020</u>
6. Head, Property Office	<u>LEGARIO B. RAMOS</u>	<u>6/23/20</u>
7. Head, Personnel Records and Performance Evaluation Office	<u>HONEY SOFIA Y. COLS</u>	<u>6/23/20</u>

### RECOMMENDING APPROVAL:

ALELI A. VILLOCIANO  
Dean

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

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.