



VISAYAS

STATE UNIVERSITY

OFFICE OF THE HEAD OF RECRUITMENT, SELECTION, PLACEMENT AND PERSONNEL RECORDS

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CLEARANCE (for Part-time Instructors)

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227

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: ☒ End of Contract ☐ Resignation ☐ Others(Specify): _____

Semester: SECOND SEMESTER

SY: 2020-2021

Date: Start of Contract March 2021

End of Contract: July 2021

Name: KAY T. JUANILLO

Position: PART-TIME INSTRUCTOR

Dept./Office: D L A B S

Signature: _____

Until Further notice Address: San Vicente St. Bogo City, Cebu

Contact No. (Mobile No.):
DEPT./OFFICE

09353630108

NAME/SIGNATURE

DATE

1. Home Dept./Office

JETT C. QUEBEC

10-22-21

2. University Librarian

VICENTE GILOS

22 OCT 2021

3. University Registrar

MARWEN A. CASTAÑEDA

4. Head, Cash Division

QUEEN-EVERY Y. ATUPAN

8/2/2021

5. Head, Accounting Office

NICK FREDDY R. BELLO

8/2/2021

6. OIC Head, RSPPRO

JENNIFER E. ANDO

RECOMMENDING APPROVAL:

MA. THERESA P. LORETO

Dean, CAS

BEATRIZ S. BELONIAS

Vice President for Academic Affairs

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.

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