



CLEARANCE

(for 1 to 3 months leave only)

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A

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 LEAVE

Effective Date: June 16, 2020 End Date: August 2, 2020

Name: Divina L. Valenzona Position: Asst. Professor

Dept./Office: Department of Mathematics & Physics Signature: [Signature]

DEPT./OFFICE	NAME/SIGNATURE	DATE
1. Home Dept./Office	<u>[Signature]</u> EUSEBIO R. LINA, JR.	<u>6/24/2020</u>
2. University Librarian	<u>[Signature]</u> VICENTE A. GILOS ✓	<u>08 JUN 2020</u>
3. University Registrar	<u>[Signature]</u> MARWIN A. CASTAÑEDA ✓	<u>JUN 30 2020</u>
4. <u>Head, Cash Division</u>	<u>[Signature]</u> QUEENLEVER Y. ATUPAN	<u>6/10/2020</u>
5. Head, Accounting Office	<u>[Signature]</u> ERLINDA S. ESGUERRA	<u>6/8/20</u>
6. Head, Property Office	<u>[Signature]</u> ALICIA M. FLORES	<u>6/8/2020</u>
7. Head, Personnel Records and Performance Evaluation Office	<u>[Signature]</u> HONEY SOFIA V. COLISA	

RECOMMENDING APPROVAL:

[Signature]
CANDELARIO L. CALIBO
Dean/Dept. Head

[Signature]
BEATRIZ S. BELONIAS
Vice President for Instruction/Administration

APPROVED:

[Signature]
EDGARDO E. TULIN
President