



Rem - 6/25/19  
VISAYAS STATE UNIVERSITY  
Visca, Baybay City, Leyte

PROVISIONAL CLEARANCE FOR FACULTY/STAFF  
(For 1-3 months only)

JUNE 6, 2019  
Date



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: ☐ Study Leave with pay ☒ **Teachers Leave** ☐ Maternity Leave ☐ Vacation Leave ☐ Sick Leave

Effective Date: \_\_\_\_\_

End Date: Jul 26, 2019

Name: **FELIX A. AMESTOSO**

Position: Professor II

Dept./Office: DEPARTMENT OF FOOD SCIENCE & TECH.

Signature: [Signature]

Until further notice faculty/staff's address: Apartment #69, VSU, Baybay City, Leyte

Contact No. (Cellphone numbers): 090690790110

We CERTIFY that the above-named faculty/staff is provisionally cleared of obligations and other responsibilities.

DEPT./OFFICE	NAME	SIGNATURE	DATE SIGNED
1. Department Head (Home)	IVY C. EMNACE	<u>[Signature]</u>	<u>June 6, 2019</u>
2. University Librarian	ANDRELI D. PARDALES	<u>[Signature]</u>	<u>6/7/19</u>
3. University Registrar	MA. EPIFANIA G. TUdTUD	<u>[Signature]</u>	<u>6/17/19</u>
4. Head, Cash Division	CORAZON U. NUEVO	<u>[Signature]</u>	<u>6/5/19</u>
5. Head, Accounting Office	ERLINDA S. ESGUERRA	<u>[Signature]</u>	<u>6/6/19</u>
6. Head, Property Office	LEGARIO B. RAMOS	<u>[Signature]</u>	<u>6/18/19</u>
7. Chief Administrative Officer	LOURDES B. CANO	<u>[Signature]</u>	<u>6/18/19</u>

RECOMMENDING APPROVAL:

[Signature]  
VICTOR B. ASIO  
College Dean

[Signature]  
BEATRIZ S. BELONIAS  
Vice-Pres. for Instruction

APPROVED:

[Signature]  
EDGARDO E. TULIN  
University President

Instruction:

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 – Faculty/Staff; 2) Payroll; 3) Home Department; 4) ODA-HRD; 5) Records