



**CLEARANCE**  
(for 1 to 3 months leave only)

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A/KS  
03 JUL 2020  
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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: Jorge S. Valenzona Position: Asst. Professor

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

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

**RECOMMENDING APPROVAL:**

CANDELARIO L. CALIBO  
Dean/Dept. Head

BEATRIZ S. BELONIAS  
Vice President for Instruction/Administration

**APPROVED:**

EDGARDO E. TULIN  
President