



CLEARANCE

(for 1 to 3 months leave only)

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: JOVIE MARIEL L. DEGORIO Position: Substitute
Dept./Office: VSU Integrated High School Signature: [Signature]

DEPT./OFFICE	NAME/SIGNATURE	DATE
1. Home Dept./Office	<u>[Signature]</u>	<u>06/29/2020</u>
2. University Librarian	<u>VICENTE A. GILDS</u> ✓	<u>JUL 01 2020</u>
3. University Registrar	<u>MARWEN A. CASTAÑEDA</u>	<u>JUL 03 2020</u>
4. Head, Cash Division	<u>QUEEN EYRA ALDAN</u> fu	<u>JULY 2, 2020</u>
5. Head, Accounting Office	<u>ERLINDA S. ESQUEZERA</u> Emd6 H	<u>7/1/20</u>
6. Head, Property Office	<u>LEGARIO B. RAMOS</u>	<u>6/30/2020</u>
7. Head, Personnel Records and Performance Evaluation Office	<u>HONEY SOFIA V. COLLS</u> a	<u>7/8/20</u>

RECOMMENDING APPROVAL:

ALELI A. VILLOCINO
Dean

BEATRIZ S. BELONIAS vrlm
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.



VISAYAS
STATE UNIVERSITY



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School/College of Education**
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Website: www.vsu.edu.ph

June 26, 2020

MARWEN A. CASTAÑEDA
OIC, Registrar
Visayas State University

Dear Mrs. Castañeda:


Good day!

I would like to inform your good office that I will be on Teacher's leave starting on June 16, 2020. In line to this, I will be designating Dr. Shalom Grace C. Sugano to take over my academic responsibilities while on leave. Dr. Sugano will entertain student's queries regarding their academic subjects and in turn ask the concerned teacher for the possible action regarding that matter.

Very truly yours,


JOVIE MARIEL L. DEGORIO
Instructor I

Conforme:


SHALOM GRACE C. SUGANO
Assistant Professor II

Endorsed by:


SHALOM GRACE C. SUGANO
Principal