Visca B City, Leyte 6521-A, Philippines Phone/Fax: +63 053 563 7323

Email Address: prpeo@vsu.edu.ph Website: www.vsu.edu.ph

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 Va	cation [] Sick Leave [] Maternity Leav	ve [] Others:
Effective Date: June 2020	End Date:	July 2020
Name: LOREGIN S. PUGOSA	Position:	INSTRUCTOR (Substitute)
Dept./Office: Dept. of Business	& Management Signature:	Magaza
DEPT./OFFICE	NAME/SIGNATURE	DATE
1. Home Dept./Office	NILDA T. AMESTOSO	
University Librarian	VICENTE A GILOS	MAY 2 1 2020
University Registrar	MARWEN A. CASTAÑEDA	JUL 1 4 2020
4. Head, Cash Division	QUEEN-EVER Y. ATUPAN J	JULY 10, 2020
5. Head, Accounting Office	ERLINDA S. ESGUERRA 9	Hada 482
6. Head, Property Office	ALICIA M. FLORES	7/13/2000
7. Head, Personnel Records and Performance Evaluation Office	HONEY SOFIA V. COLIS &	7/20/20
RECOMMENDING APPROVAL:		
MOISES NEIL V SERIÑO BEATRIZ S. BELONIAS A AND SERIÑO OIC-Dean, CME Vice President for Instruction/Administration		
APPROVED:	111	

President

EDGARDO E. TULINO.

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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