



075152 7/20/20
0435



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: _____

Effective Date: June 2020 End Date: July 2020
 Name: LOREGIN S. PUGOSA Position: INSTRUCTOR (Substitute)
 Dept./Office: Dept. of Business & Management Signature: [signature]

DEPT./OFFICE	NAME/SIGNATURE	DATE
1. Home Dept./Office	<u>NILDA T. AMESTOSO</u>	
2. University Librarian	<u>VICENTE A. GILOS</u>	<u>MAY 21 2020</u>
3. University Registrar	<u>MARWEN A. CASTAÑEDA</u>	<u>JUL 14 2020</u>
4. Head, Cash Division	<u>QUEEN-EVER Y. ATUPAN</u>	<u>JULY 10, 2020</u>
5. Head, Accounting Office	<u>ERLINDA S. ESGUERRA</u>	<u>6/8/20</u>
6. Head, Property Office	<u>ALICIA M. FLORES</u>	<u>7/13/2020</u>
7. Head, Personnel Records and Performance Evaluation Office	<u>HONEY SOFIA V. COLIS</u>	<u>7/20/20</u>

RECOMMENDING APPROVAL:

MOISES NEIL V. SERIÑO BEATRIZ S. BELONIAS
 OIC-Dean, CME 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