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CLEARANCE

The University President
Visayas State University
Visca, Baybay City, Leyte

RECEIVED
#114
18 JUN 2020
a.

Sir:

I am passing this clearance to settle my obligations and other responsibilities to the university before my purpose: [] End of Contract [] Resignation [xx] Others(Specify): TEACHERS LEAVE

Semester: _____

SY: 2019-2020

Date: Start of Contract _____ End of Contract: _____

Name: ERROL C. FERNANDEZ Position: INSTRUCTOR I

Dept./Office: D L A B S Signature: _____

Until Further notice Address: _____

Contact No. (Mobile No.): _____

DEPT./OFFICE

NAME/SIGNATURE

DATE

1. Home Dept./Office

GUIRALDO C. FERNANDEZ, JR.

2. University Librarian

ANDRELI D. PARDALES ✓

MAY 07 2020

3. University Registrar

MARWEN A. CASTAÑEDA

03 June 2020

4. Head, Cash Division

QUEEN E. Y. ATUPAN

5. Head, Accounting Office

ERLINDA S. BSGUERRA

5/12/20

6. Head, Property Office

LEGARIO RAMOS

7. OIC Head, Personnel Records
and Performance Evaluation Office

HONEY SOFIA V. COLIS

6/18/20

RECOMMENDING APPROVAL

CANDELARIO L. CALIBO

Dean/Dept. Head

BEATRIZ S. BELONIAS

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.