



OP# 5747
7/20/20
0312

CLEARANCE
(for 1 to 3 months leave only)

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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: TEACHER LEAVE

Effective Date: June 16, 2020 End Date: August 2, 2020

Name: Ma. Nena Q. Ramos Position: Assoc. Professor

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

DEPT./OFFICE	NAME/SIGNATURE	DATE
1. Home Dept./Office	<u>EUSEBIO R. LINA, JR.</u>	<u>6/29/2020</u>
2. University Librarian	<u>VICENTE A. GILOS</u> ✓	<u>08 JUN 2020</u>
3. University Registrar	<u>MARWIN A. CASTAÑEDA</u>	<u>JUN 30 2020</u>
4. Head, Cash Division	<u>QUEENEVER Y. ATUPAN</u>	<u>6/10/2020</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>6/8/2020</u>
7. Head, Personnel Records and Performance Evaluation Office	<u>HONEY SOFIA V. COLIS</u>	

RECOMMENDING APPROVAL:

CANDELARIO L. CALIBO
Dean/Dept. Head

BEATRIZ S. BELONIAS
Vice President for Instruction/Administration

APPROVED:

EDGARDO E. TULIN
President