

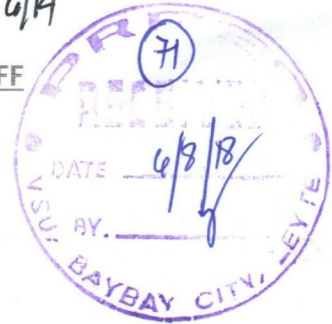


VISAYAS STATE UNIVERSITY
Visca, Baybay City, Leyte

5477
6/14

PROVISIONAL CLEARANCE FOR FACULTY/STAFF

(For 1 to 3 months leave only)



0274

The University President
Visayas State University
Visca, Baybay, Leyte

Sir:

I am passing this clearance to settle my obligations and other responsibilities to the University before my
Purpose : ☐ Training ☐ Summer Vacation ☐ Vacation Leave ☐ Sick Leave ☒ Maternity Leave ☐ Others *

Effective Date: May 2, 2018

End Date: May 31, 2018

Name: MARIA VANESSA E. GABUNADA

Position: INSTRUCTOR II

Dept./Office: DLABS

Signature: [Signature]

Until further notice faculty/staff's address: _____

Contact No. (Mobile Number) _____

We CERTIFY that the above-named faculty/staff is provisionally cleared of obligations and other responsibilities.

DEPT./OFFICE	NAME/SIGNATURE	DATE SIGNED
1. Home Dept. Office	GUIRALDO C. FERNANDEZ, JR. <u>[Signature]</u>	<u>[Signature]</u>
2. University Librarian	ANDRELI D. PARDALES <u>[Signature]</u>	<u>6/6/18</u>
3. University Registrar	ELIEZER L. VELASCO <u>[Signature]</u>	<u>[Signature]</u>
4. Head, Cash Division	CORAZON U. NUEVO <u>[Signature]</u>	<u>5/17/18</u>
5. Head, Accounting Office	ERLINDA S. ESGUERRA <u>[Signature]</u>	<u>5/17/18</u>
6. Head, Property Office	ALICIA M. FLORES <u>[Signature]</u>	<u>6/4/2018</u>
7. Head, Personnel Records and Performance Evaluation Office	TERESITA L. QUINANOLA <u>[Signature]</u>	<u>6/14/18</u>
RECOMMENDING APPROVAL:	CANDELARIO L. CALIBO College Dean <u>[Signature]</u>	BEATRIZ S. BELONIAS Vice President for Instruction <u>[Signature]</u>

APPROVED:

[Signature]
EDGARDO E. TULIN
University President

Instructions:

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