



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 16, 2020 End Date: August 2, 2020
 Name: MR. ANDREW A. MAZO Position: INSTRUCTOR
 Dept./Office: Institute of Human Kinetics Signature:

DEPT./OFFICE	NAME/SIGNATURE	DATE
1. Home Dept./Office	 CHARIS B. LIMBO	07-07-20
2. University Librarian	 ANDRELI D. PARDALES ✓	JUN 23 2020
3. University Registrar	 MARWEN A. CASTANEDA	JUL 03 2020
4. Head, Cash Division	 QUEEN-EVER Y. ATUPAN	6/23/2020
5. Head, Accounting Office	 ERLINDA S. ESGUERRA	6/29/20
6. Head, Property Office	 LEGARIO B. RAMOS	6/30/2020
7. Head, Personnel Records and Performance Evaluation Office	 HONEY SOFIA V. COLIS	

RECOMMENDING APPROVAL:

ALELI A. VILLOCINO
 College Dean

BEATRIZ S. BELONIAS
 Vice President for Instruction

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.