VISAYAS STATE UNIVERSITY

Personnel Records and Performance Evaluation Office
Visca Baybay City, Leyte 6521-A, Philippines
Phone/Fax: +63 053 563 7323
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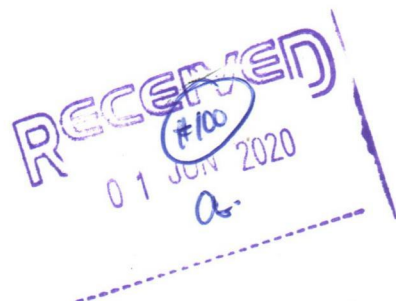
OP# 3946
6/2/20

CLEARANCE
(for Part-time Instructors)

RECEIVED #100 01 JUN 2020 a.

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: [xx] End of Contract [ ] Resignation [ ] Others(Specify): _____

Semester: 2nd SEMESTER   SY: 2019-2020

Date: Start of Contract   January 13, 2020   End of Contract: MAY 23, 2020

Name: ALDRIN RUBI PALERMO   Position: PART-TIME INSTRUCTOR

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

Until Further notice Address: #24 A. MABINI STREET BAYBAY CITY, LEYTE

Contact No. (Mobile No.) : 09175960933

DEPT./OFFICE	NAME/SIGNATURE	DATE
1. Home Dept./Office	GUIRALDO C. FERNANDEZ, JR.	5/27/2020
2. University Librarian	ANDRELI D. PARDALES ✓	MAY 0 7 2020
3. University Registrar	MARWEN A. CASTAÑEDA	29 May 2020
4. Head, Cash Division	QUEEN EVER ATUPAN	
5. Head, Accounting Office	ERLINDA S. ESGUERRA	5/12/20
7. OIC Head, Personnel Records and Performance Evaluation Office	HONEY SOFIA V. COLIS	

RECOMMENDING APPROVAL:

_____
CANDELARIO L. CALIBO
Dean, CAS

_____
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.*