



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: January 20, 2020 End Date: February 28, 2020

Name: Pommel M. Garrido Jr. Position: Instructor I

Dept./Office: Department of Plant Breeding & Genetics Signature: [Signature]

DEPT./OFFICE	NAME/SIGNATURE	DATE
1. Home Dept./Office	<u>[Signature] O. MORENO</u>	<u>1/15/2020</u>
2. University Librarian	<u>ANDRELI D. PARDALES</u>	<u>1/15/2020</u>
3. University Registrar	<u>RENATO A. MAALA</u>	<u>1/16/2020</u>
4. Head, Cash Division	<u>QUEEN-EVER Y. ATUPAN</u>	<u>1-16-20</u>
5. Head, Accounting Office	<u>ERLINDA S. ESGUERRA</u>	<u>1/16/2020</u>
6. Head, Property Office	<u>LEGARIO B. RAMOS</u>	<u>1/16/2020</u>
7. Head, Personnel Records and Performance Evaluation Office	<u>HONEY SOFIA V. COLIS</u>	<u>1/20/2020</u>

RECOMMENDING APPROVAL:

VICTOR B. ASIO
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.