

RECORDS



VISAYAS STATE UNIVERSITY

PERSONNEL RECORDS AND
PERFORMANCE EVALUATION OFFICE
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OP# 5397
8/16/20
u-8/2



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 5, 2020 End Date: September 5, 2020

Name: MARIEDITH I. BAGAKINAO Position: INSTRUCTOR III

Dept./Office: DEPT. OF AGRONOMY Signature: [Signature]

DEPT./OFFICE	NAME/SIGNATURE	DATE
1. Home Dept./Office	ULYSSES A. CAGASAN	11 JUN 2020
2. University Librarian	ANDRELI PARDALES	JUL 01 2020
3. University Registrar	MARWEN CASTAÑEDA	6/18/2020
4. Head, Cash Division	QUEEN-EVER Y. ATUPAN	6/17/20
5. Head, Accounting Office	ERLINDA S. ESGUERRA	6/15/2020
6. Head, Property Office	ALICIA M. FLORES	
7. Head, Personnel Records and Performance Evaluation Office	HONEY SOFIA V. COLISA	

RECOMMENDING APPROVAL:

ULYSSES A. CAGASAN

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.

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