



VISAYAS

STATE UNIVERSITY

6060y - 7/16/2020

PERSONNEL RECORDS AND PERFORMANCE EVALUATION OFFICE

Visca Baybay City, Leyte 6521-A, Philippines
Phone/Fax: +63 053 563 7323
Email Address: prpeo@vsu.edu.ph
Website: www.vsu.edu.ph



CLEARANCE (for Part-time Instructors)

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: ☒ End of Contract ☐ Resignation ☐ Others (Specify): _____

Semester: 4th sem. S.Y. 2019 - 2020 SY: 2019 - 2020

Date: Start of Contract JANUARY 2020 End of Contract: MAY 22, 2020

Name: ALEXANDER L. CABRAL JR. Position: PART-TIME

Dept./Office: TOURISM + HOSPITALITY MANAGEMENT Signature: [Signature]

Until Further notice Address: _____

Contact No. (Mobile No.): 09271386965
DEPT./OFFICE

	NAME/SIGNATURE	DATE
1. Home Dept./Office	<u>VENICE B. IBANEZ</u>	<u>June 19, 2020</u>
2. University Librarian	<u>ANDRELI D. PARDALES</u>	<u>JUN 23 2020</u>
3. University Registrar	<u>MARWEN A. CASTAÑEDA</u>	<u>JUL 09 2020</u> <u>JUL 03 2020</u>
4. Head, Cash Division	<u>QUEEN-EVERY ATUPAN</u>	<u>JULY 1, 2020</u>
5. Head, Accounting Office	<u>ERLINDA S. ESGUERRA</u>	<u>6/2/20</u>
6. Head, Personnel Records and Performance Evaluation Office	<u>HONEY SOFIA V. COLIS</u>	

RECOMMENDING APPROVAL:

MOISES NEIL V. SERIÑO BEATRIZ S. BELONIAS
Dean/Dept. Head 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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