



CLEARANCE

(for 1 to 3 months leave only)

The University President
Visayas State University
Visca, Baybay City, Leyte

RECEIVED
#187
06 JUL 2020
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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: Teacher's Leave

Effective Date: June 16 - Aug 02, 2020 End Date: SY 2019-2020
Name: May Ann E. Palen Position: Instructor III
Dept./Office: Department of Statistics Signature: May Ann E. Palen

DEPT./OFFICE	NAME/SIGNATURE	DATE
1. Home Dept./Office	<u>VIRGELIO M. ALAO</u>	
2. University Librarian	<u>VICENTE A. GILOS</u>	<u>08 JUN 2020</u>
3. University Registrar	<u>MARWEN A. CASTAÑEDA</u>	<u>03 June 2020</u>
4. Head, Cash Division	<u>QUEEN-EVER Y. ATUPAN</u>	<u>6/11/20</u>
5. Head, Accounting Office	<u>ERLINDA S. ESGUERRA</u>	<u>6/11/20</u>
6. Head, Property Office	<u>LIGARIO A. RAMOS</u>	
7. Head, Personnel Records and Performance Evaluation Office	<u>HONEY SOFIA V. COLIS</u>	

RECOMMENDING APPROVAL:

VIRGELIO M. ALAO 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