

EL RECORDS AND PERFORMANCE EVALUATION OFFCE

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 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: [] Trainin		acation [] Sick Leave [Maternity Lea	ave [/] Other	s: Teacher's Leave
Effective Date: The 16 - Aug 02, www			End Date:	SY 2019.	-2016
Name: May Ann E. Palen			Position:	Instructor III	
Dept./Office: Department of Statistics		Signature: Mayann Stap			
DEPT./C	FFICE	NAME/SIGN	ATURE	070	DATE
1. Home Dept./Office		VIRGEIRO	ALAO		
2. University Librarian		VICENTE A.	GILOS V		0 8 JUN 2020
3. University Registrar		MARWEN A. CA	The same of the sa		03 Jonewso
4. Head, Cash Division		1 As.	ATUPAN	mps.	alulw
5. Head, Accounting Office		for ERLINDAS ESGUERRA S IN 1966		00/11/00	
6. Head, Property Office		LIGARIO A. RAMOS			
7. Head, Personnel Records and Performance Evaluation Office		HONEY SOFIA V. COLIS a			
RECOMMENDING APPROVAL: WORKEN VIRGELIAM, ALAO BEATRIZ S. BELONIAS OF MANY					
Dean/Dept. Head Vice President for Instruction/Administration APPROVED:					
EDGARDO E. TULINg. 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: Mission: A globally competitive university for science, technology, and environmental conservation. Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

Page 1 of 1 FM-PRO-08