



## 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: [xx] End of Contract [ ] Resignation [ ] Others(Specify): \_\_\_\_\_

Semester: FIRST SEMESTER

SY: 2020-2021

Date: Start of Contract October 5, 2021

End of Contract: February 2021

Name: HADASSAH A. ESPERIDION

Position: PART-TIME INSTRUCTOR

Dept./Office: D L A B S

Signature: \_\_\_\_\_

Until Further notice Address: \_\_\_\_\_

Contact No. (Mobile No.): +63 9300 891 23

### DEPT./OFFICE

### NAME/SIGNATURE

### DATE

1. Home Dept./Office

JETT C. QUEBEC

9-14-2021

2. University Librarian

VICENTE A. GILOS

9/28/2021

3. University Registrar

MARWEN A. CASTAÑEDA

02 Feb 2022

4. Head, Cash Division

QUEENEVER Y. ATUPAN

un 1/3/22

5. Head, Accounting Office

NICK FREDDY R. BELLO  
ERLINDA S. EGUERRA

7. Head, Personnel Records and  
Performance Evaluation Office

HONEY SOFIA V. COLIS

### RECOMMENDING APPROVAL:

MA. THERESA P. LORETO

Dean/Dept. Head

BEATRIZ S. BELONIAS

Vice President for Academic Affairs

### 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:**  
**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.

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