



12/25

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: 1ST SEM. 2020-2021

SY: 2020-2021

Date: Start of Contract 10-5-20

End of Contract: 2-15-21

Name: MARVIN O. VISTAL

Position: PART-TIME

Dept./Office: DLABS

Signature: [Signature]

Until Further notice Address: _____

Contact No. (Mobile No.): 09054713167

DEPT./OFFICE

NAME/SIGNATURE

DATE

1. Home Dept./Office

JETT C. QUEBEC

2. University Librarian

VICENTE A. GILOS

26 NOV 2021

3. University Registrar

MARWEN A. CASTAÑEDA

4. Head, Cash Division

QUEEN-EVER ATUPAN

12/14

5. Head, Accounting Office

NICK FREDDY 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.

Page 1 of 1
FM-PRO-09
v1 05-27-2020

No.