



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: FIRST SEMESTER

SY: 2020-2021

Date: Start of Contract October 5, 2020

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

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.