

VISAYAS STATE UNIVERSITY
Visca, Baybay, Leyte

CLEARANCE FOR FACULTY/STAFF

1329
6/18/09
OVPAA NO. 379
RECEIVED BY: [Signature]
DATE: 060109

Name : SERECENA RUTH L. MARTINEZ
Dept./Office : DLABS

Position : ASST. PROF. II
Last day of Service in VSU : _____

Faculty/employee who is retiring, resigning, being separated from the service, transferring to another agency, or go on leave of absence for more than three months is required to process this clearance in five (5) copies.

This clearance should be duly accomplished before receiving the last salary or any money due the faculty/employee from the university. After completion of this clearance return all copies to the Human Resource Management & Development Office (HRMDO).

The above-named faculty-employee is cleared of money, property and other responsibilities from LSU, Visca, Baybay, Leyte as indicated below:

Purpose: [] Resignation [] Retirement [] Transfer ☒ Study Leave [] Others

Effective Date: JUNE 2009

Until further notice faculty/employee's address: _____

Reason if resignation: _____

OFFICE	SIGNATURE/DATE	OFFICE	SIGNATURE/DATE
1. Home Dept/Office :	<u>H.F. CANADA</u>	16. University Librarian	<u>R. B. NAPIERE</u>
2. Dean, Coll. of Agric.	<u>J. M. ALKUINO, JR</u>	17. University Physician	<u>E. J. V. YU</u>
3. Dean, Coll. of Arts & Sci.	<u>R. A. RAYINDOL</u>	18. University Registrar	<u>N. MARISCAL</u>
4. Dean, Coll. of Educ.	<u>D. L. ALCOBER</u>	19. Head, Acctg. Office	<u>R. C. LEMOS</u>
5. Dean, Coll. of Eng'g & Agri-Industries	<u>A. P. ABAMO</u>	20. Head, Cash Office	<u>S. U. NUEVO</u>
6. Dean, Coll. of Forestry & Wildlife	<u>J. M. QUIMIO</u>	21. Head, Records Div.	<u>S. P. SEDROME</u>
7. Dean, Coll. of Vet. Med.	<u>E. B. LANADA</u>	22. Head, HRMDO	<u>T. L. QUIDAMOLA</u>
8. Dean, Grad. School	<u>E. E. TULIN</u>	23. Head, PPO	<u>N. M. ISRAEL</u>
9. Dean of Students	<u>M. B. LORETO, JR.</u>	24. Head, Property Office	<u>ALEX P. TULIN</u>
10. Director, Inst. of Human Kinetics	<u>A. A. VILLOCINO</u>	25. Director, Administration	<u>L. B. CANO</u>
11. Director, FARM	<u>P. P. GARCIA</u>	26. Director, Finance	<u>N. V. CALA</u>
12. Director, NARC	<u>R. M. GARASIN</u>	27. VP Research & Ext.	<u>O. B. CAPUNO</u>
13. Director, NCRC	<u>E. E. SUDARIA</u>	28. VP, Acad. Affairs	<u>O. B. POSAS</u>
14. Director, PhilRootcrops	<u>J. A. ROA</u>	29. VP, Adm & Finance	<u>R. C. GUARTE</u>
15. VFA/AdPA	<u>H. L. PRESBITERO</u>	30. VP, Planning & Resource Generation	<u>M. K. PALOMAR</u>

APPROVED:

JOSE L. BACUSMO
President