



VISAYAS STATE UNIVERSITY
Visca, Baybay City, Leyte

CLEARANCE FOR FACULTY/STAFF



Name : **MANNYLEN C. ALDE**
Dept./Office: **Dept. of Pest Management**

Position : **INSTRUCTOR I**
Last Day of Service in VSU: **July 31, 2016**

Faculty/staff 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 to the faculty/staff from the university. After completion of this clearance, return all copies to the Personnel Records and Performance Evaluation Office (PRPEO).

The above named faculty/staff is cleared of money, property and other responsibilities from VSU, Visca, Baybay City, Leyte as indicated below:

Purpose : ☐ Resignation ☐ Retirement ☐ Transfer ☒ Study Leave ☐ Others: _____

Effective Date : **AUGUST 1, 2016 - JUNE 1, 2019** Reason if Resignation: _____

Until further notice faculty/staff's address and Mobile No.: **Brgy. Campesao, Borongan Eastern Samar; 09758791734**

DEPT./OFFICE	SIGNATURE/DATE	DEPT./OFFICE	SIGNATURE/DATE
1. Home Dept. Office	JESUSITO L. LIM	17. University Librarian	ANDRELO D. PARDALES
2. Dean, College of Agriculture	VICTOR B. ASIO	18. University Physician	ELWIN JAY V. YU
3. Dean, College of Arts and Sciences	CANDELARIO L. CALIBO	19. University Registrar	FELIEZER L. VELASCO
4. Dean, College of Education	LIJUELA J. CUADRA	20. Head, Accounting Office	ERLINDA S. ESGUERRA
5. Dean, College of Mgt. and Economics	ANTONIO R. ABAMO	21. Head, Cash Division	CORAZON U. NUEVO
6. Dean, College of Engineering	ROBERTO C. GUARTE	22. OIC Records Office	ASTERIA A. SEVILLA
7. Dean, College of Forestry and Natural Resources	ARTURO E. PASA	23. Head, PRPEO	TERESITA L. QUINANOLA
8. Dean, College of Veterinary Medicine	EUGENE B. LANADA	24. Head, SPPMO	ALICIA M. FLORES
9. Dean, Graduate School	EDITHA G. CAGASAN	25. OIC, Director, GSD	MARIO LILIO P. VALENZONA
10. Dean of Students	MANOLO B. LORETO, Jr.	26. Director, Administration & Human Resource Dev't	LOURDES B. CANO
11. Director, Institute of Human Kinetics	ALEJ A. VILLOCINO	27. OIC, Director, Finance	LOUELLA C. AMPAC
12. Director, ecoFARM	ROMEL B. ARMECIN	28. Vice-President for Research & Extension	OTHELLO B. CAPUNO
13. Director, NARC	FELICIANO G. SINON	29. Vice-President for Instruction	BEATRIZ S. BELONIAS
14. Director, NCRC	MARIA JULIET C. CENIZA	30. Vice-President for Admin. & Finance	REMBERTO A. PATINDOL
15. Director, PhilRootcrops	ERLINDA A. VASQUEZ	31. Vice-President for Planning, Resource Generation and External Affairs	DANIEL M. TUDTUD, JR.
16. VFA/AdPA	LIE O. MORENO		

APPROVED:

EDGARDO E. TULIN
President