

VISAYAS STATE UNIVERSITY  
Visca, Baybay, Leyte



CLEARANCE FOR FACULTY/STAFF

Name : VIRGELIO M. ALAO  
Dept. /Office : OMPS

Position : INSTRUCTOR 1  
Last day of Service in VSU : May 31, 2013

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 2013

Until further notice faculty/employee's address: \_\_\_\_\_

Reason if resignation: \_\_\_\_\_

OFFICE	SIGNATURE/DATE	OFFICE	SIGNATURE/DATE
1. HomeDept/Office	<u>R.A. PATINDOL</u>	17. University Librarian	<u>A. D. PARDALES</u>
2. Dean, Coll. of Agric.	<u>V. B. ASIO</u>	18. University Physician	<u>E. J. V. YU</u>
3. Dean, Coll. of Arts & Sci.	<u>R. A. PATINDOL</u>	19. University Registrar	<u>E. L. VELASCO</u>
4. Dean, Coll. of Educ.	<u>D. L. ALCOBER</u>	20. Head, Acctg. Office	<u>E. S. ESGUERRA</u>
5. Dean, Coll. of Mgt. & Economics	<u>A. P. ABAMO</u>	21. Head, Cash Office	<u>C. U. NUEVO</u>
6. Dean, Coll. Of Eng'g.	<u>R. C. GUARTE</u>	22. Head, Records Div.	<u>S. P. SEDROME</u>
7. Dean, Coll. of Forestry & NR	<u>R. S. COME</u>	23. Head, PRPEO	<u>T. L. QUIÑANOLA</u>
8. Dean, Coll. of Vet. Med.	<u>E. B. LANADA</u>	24. Head, PPO	<u>N. M. ISRAEL</u>
9. Dean, Grad. School	<u>B. S. BELONIAS</u>	25. Head, Property Office	<u>V. P. BONTUYAN</u>
10. Dean of Students	<u>M. B. LORETO, JR.</u>	26. Director, OAHRD	<u>L. B. GANOAY</u>
11. Director, Inst. of Human Kinetics	<u>V. B. ANTIPASO</u>	27. Director, Finance	<u>R. C. LEMOS</u>
12. Director, PARMi	<u>P. P. GARCIA</u>	28. VP Research & Ext.	<u>O. B. CAPUNO</u>
13. Director, NARC	<u>R. M. GAPASIN</u>	29. VP, Acad. Affairs	<u>O. B. POSAS</u>
14. Director, NCRC	<u>M. J. C. LENIZA</u>	30. VP, Adm & Finance	<u>R. C. GUARTE</u>
15. Director, PhilRootcrops	<u>M. A. QUEVEDO</u>	31. VP, Planning & Resource Generation	<u>E. E. TULIN</u>
16. VFA/AdPA	<u>L. O. MORENO</u>		

APPROVED:

JOSE L. BACUSMO  
President