

VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte

CLEARANCE FOR FACULTY/STAFF

Name Alan B. Loreto
Dept. or Office PRCRTC

Position Instructor
First Day of Service in VisCA

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 six copies.

This clearance should be duly accomplished before receiving the last salary or any money due the faculty/employee from the college. After completion of this clearance return all copies to the Personnel Office.

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

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

Effective Date: August 8, 1999
Reasons if resignation:

Until further notice faculty/employee's address:

DEPT/OFFICE	SIGNATURE/DATE	DEPT/OFFICE	SIGNATURE/DATE
1. Home Dept/Office Head	J. L. BACUSMO	20. Director, PRCRTC	J. L. BACUSMO
2. Director of Instruction	P. P. MILAN	21. Director, CSR/EDPC	S. C. DAGOGY
3. Director of Res. & Extn.	E. R. PONCE	22. Director, RCRC	N. B. PASQUAL
4. Director of Graduate School	M. K. PALOMAR	23. Director, NARC	L. R. GONZAL
5. Head, Agron. & Soil Sci.	A. S. ALMENDRAS	24. Coordinator, FARM	LY TUNG
6. Head, An. Sci. & Vet. Med.	O. B. POSAS	25. Chief Librarian	L. K. MIRANDA
7. Head, Ag. Chem. & Food Sci.	C. L. CALIBO	26. College Registrar	L. N. MARISSAL
8. Head, Ag. Eng'g. & App. Math	C. A. GALINATO	27. College Physician	I. F. BERTULFO
9. Head, Horticulture	C. B. CARCALLAS	28. Director, GSO	M. C. ESCALANTE
10. Head, Dev. Com.	L. C. ABTHAY	29. Chief, ESDMU	J. S. LABRA
11. Head, Plant Protection	R. M. GAPASIN	30. Chief, SPMD	A. C. ARRADILLA
12. Head, Ag. Educ. & Extn.	F. B. FLORES	31. Chief, Acctg. Office	M. T. GAMOTIN
13. Head, Ag. Econ. & Agrib.	J. M. ALBUINO	32. Chief, Cash Office	A. C. FERNANDEZ
14. Head, Plt. Brdg. & Ag. Pot.	O. B. CAPUNO	33. Chief, Personnel Office	T. L. QUIRANOLA
15. Head, Home Science	L. B. PONCE	34. Director, OSA	P. M. TAN
16. Head, Forestry	J. M. QUIMIO	35. Admin. Officer	W. C. VALENZONA
17. Head, Arts & Letters	J. L. SEROY	36. Vice President	
18. Head, Physical Education	T. C. DAVEA	37. APPROVED: PRESIDENT	M. R. VILLANUEVA
19. Principal, ERHS	J. R. ROSILLO	38. ATTESTED: Auditor	S. L. PARIL