

ViSCA CLEARANCE SHEET

Name PASTOR P. GARCIA, SR.

Dept. or Office FARMI

Position Science Research Specialist

Salary P 2,072.30

- (1) Subject faculty/employee who is retiring, resigning, being separated from the service, transferring to another agency, leaving the country and/or going maternity or extended leave of absences prepare this form in five copies.
- (2) This clearance should be duly accomplished before paying last salary or any money due to faculty/employee from the College.
- (3) 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 ☐ Maternity Leave
☐ Summer Vacation Pay ☒ Study Leave ☐

Effective Date: JUNE 1, 1988

Until further notice faculty/employee address

Reasons if resignation:

1/ CLEARED from this Dept./Office:
 All other depts. and offices notified.
LY, TUNG

(Head Dept./Office)

2/ CLEARED from ODI
 (For Academic Staff only)

P. P. MILAN

(Director of Instruction)

3/ CLEARED from Academic responsibilities.
 (For Faculty members only)

L. N. MARISCAL

(Registrar)

4/ CLEARED from research responsibilities.
 (For Academic Staff only)

(Director)

5/ CLEARED from Agronomy & Soils Science Dept.

H. G. ESCALADA

(Department Head)

6/ CLEARED from Animal Science Dept.

O. B. POSAS

(Department Head)

7/ CLEARED from Agricultural Engineering Dept.

G. J. GALINATO, JR.

(Department Head)

8/ CLEARED from Agricultural Chemistry Dept.

J. G. JANSALIN

(Department Head)

9/ CLEARED from Horticulture Dept.

R. M. SANTIAGO

(Department Head)

10/ CLEARED from PE Dept.

R. R. RUSSEL

(Department Head)

11/ CLEARED from PRCREC

M. K. PALOMAR

(Director)

12/ CLEARED from books and other library responsibilities.

L. K. MIRANDA

(Chief Librarian)

13/ CLEARED from OSA.

R. B. VILLANUEVA

(Director)

14/ CLEARED from ViSCA Health Service obligations.

I. P. BERTULO

(Head Infirmary)

15/ CLEARED from Physical Plant Office.

M. C. ESCALANTE

(Superintendent)

16/ CLEARED from IEPG

S. P. SANDOVAL

(Superintendent)

17/ CLEARED from property responsibilities.

A. C. ARRADAZA, JR.

(Chief, Supply Prop. Div.)

18/ CLEARED from cash accountabilities.

H. G. BULILAN

(Cashier)

19/ CLEARED from cash responsibilities.

B. P. MODINA

(Chief, Accts. Div.)

20/ CLEARED from personnel matters.

A. B. BORNEO

(Personnel Officer)

21/ CLEARED from contractual obligation with the College. No pending case.

W. C. VALENZONA

(Administrative Officer)

22/ APPROVED:

M. R. VILLANUEVA

(President)