

VISAYAS STATE UNIVERSITY  
Visca, Baybay City, Leyte

**CLEARANCE FOR FACULTY/STAFF**

Name: **MARY JEAN M. SAPAN**

Position: Asst. Prof.

Dept./Office: Institute of Human Kinetics

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 from money, property and other responsibilities from LSU, Visca, Baybay, Leyte as indicated below:

**Purpose:** [ ] Retirement [ ] Transfer [ ☒ ] Study leave [ ] Others

**Effective Date:** August 1, 2019

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

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

OFFICE	SIGNATURE /DATE	OFFICE	SIGNATURE /DATE
1. Home Dept. Office	Mary Jean M. Sapan	18. University Librarian	Andrei D. Pardales 8/23/19
2. Dean, College of Agriculture Agriculture	Victor B. Asio	19. University Physician	Elwin Jay V. Yu 8/24/19
3. Dean, College of Arts and Sciences	Candelario L. Calibo	20. University Registrar	Ma. Epifania G. Tudtud
4. Dean, College of Education	Aleli A. Villocino	21. Head, Accounting Office	Linda S. Esguerra 8/24/19
5. Dean, College of Mgt. and Economics	Analita A. Salabao	22. Head, Cash Division	Asteria A. Sevilla 8/24/19
6. College of Nursing	Jesusa M. Magno	23. Records Office	Lourdes B. Cano 8/24/19
7. Dean, College of Engineering	Roberto C. Guarter	24. Head, PRPEO (Chief, Admin. Officer)	Alicia M. Flores
8. Dean, College of Forestry & Environmental Sciences	Dennis P. Peque	25. Head, SPPMO	Mario Lilio P. Valenzona
9. Dean, College of Veterinary Medicine	Eugene B. Lañada	26. Director, GSD	Lourde B. Cano 8/24/19
10. Dean, Graduate School	Anabella B. Tulin	27. Director, Administration & Human Resource Dev.	Louella C. Ampac 8/27/19
11. Dean of Students	Manolo B. Loreto Jr.	28. Director, Finance	Othello B. Capuno
12. Director, Institute of Human Kinetics	CHARLES B. LIMBO	29. Vice-Pres. for Research & Extension	Beatriz S. Belonias
13. Director, ecoFARM I	Romel B. Arnequin	30. Vice-President for Instruction	Remberto A. Patindol
14. Director, NARC	Feliciano G. Sinon	31. Vice-President for Admin. & Finance	Dilberto O. Ferraren
15. Director, NCRC	Ma. Juliet C. Ceniza	32. Vice-President for Resource Generation & External Affairs	
16. Director, PhilRootcrops	Erlinda A. Vasquez		
17. VFA / AdPA	Ernesto F. Bulayog		

Approved: \_\_\_\_\_

**EDGARDO E. TULIN**  
President