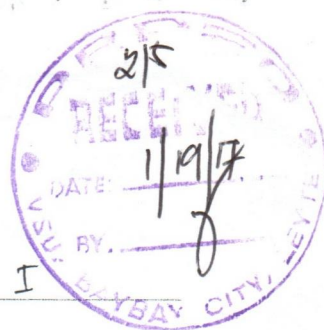


CLEARANCE FOR FACULTY/STAFF

Name : ROSA OPHELIA D. VELARDE
Dept. /Office : OVPRE

Position : ASSOCIATE PROFESSOR I
Last day of Service in VSU :



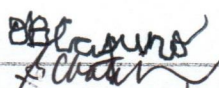
Faculty/employee who is retiring, resigning, being separated from the service, transferring to another agency, or go on leave of absence for more than three months is required to process this clearance in five (5) copies.

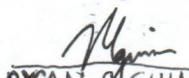
This clearance should be duly accomplished before receiving the last salary or any money due the faculty/employee from the university. After completion of this clearance return all copies to the Human Resource Management & Development Office (HRMDO).

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

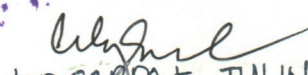
Purpose: ☐ Resignation ☐ Retirement ☐ Transfer ☒ Study Leave ☐ Others

Effective Date: January 17, 2017 Until further notice faculty/employee's address: _____
Reason if resignation: _____

OFFICE	SIGNATURE/DATE	OFFICE	SIGNATURE/DATE
1. Home Dept/Office :		17. University Librarian	A.D. FAIDALES
2. Dean, Coll. of Agric.	V.B. ASIO 4/27/16	18. University Physician	E.J. V. YU 4-28-16
3. Dean, Coll. of Arts & Sci.	C.L. CALIBO	19. University Registrar	E.L. VELASCO
4. Dean, Coll. of Educ.	L.J. GUADRA	20. Head, Acctg. Office	E.S. ESQUERRA
5. Dean, Coll. of Mgt. & Economics	A.P. ABANO	21. Head, Cash Office	C.U. NUEVO
6. Dean, Coll. of Eng'g	R.C. CUARTE	22. Head, Records Div.	A.A. SEYILLA
7. Dean, Coll. of Forestry &	A.E. PASHA	23. Head, PRPEO	T.L. QUIÑANOLA
8. Dean, Coll. of Vet. Med.	E.B. ILAÑADA	24. Head, PPO	M.L.P. VALENZONA
9. Dean, Grad. School	E.G. CAGASAN	25. Head, Property Office	ALICIA FLORES
10. Dean of Students	M.B. LORETO, JR.	26. Director, OAHRD	L.B. CANO
11. Director, Inst. of Human Kinetics	A.A. VILLOCINO	27. Director, Finance	L.C. AMPAC 5/12/16
12. Director, ARMI	ROMEL B. ARMECIN	28. VP Research & Ext.	O.B. CAPUNO
13. Director, NARC	F.G. SINON	29. VP, Instruction	B.S. BELONIAS
14. Director, NCRC	J.C. CENIZA	30. VP, Adm & Finance	R.A. PATINDOL
15. Director, PhilRootcrops	E.A. VASQUEZ	31. VP, Planning & Resource Generation	D.M. TUSTUD
16. VFA/AdPA	LIZ MORENO		


RYSAN G. GUINOCOR
AdPA, President

APPROVED:


EDGARDO E. TULIN
President