



CLEARANCE (for Faculty and Staff)

Name: Hanzel N. Mejia

Dept./Office: Department of Civil Engineering

Position: Instructor I

Last Day in of Service in VSU: _____

Faculty/staff 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 to the faculty/staff from the university. After completion of this clearance, return all copies to the Personnel Records and Performance Evaluation Office (PRPEO).

The above named faculty/staff is cleared of money, property and other responsibilities from VSU, Visca, Baybay City, Leyte as indicated below:

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

Effective Date: August 1, 2020

Reason if Resignation: _____

Until further Faculty/Staff's Address and Mobile No.: _____

DEPT./OFFICE	SIGNATURE/DATE	DEPT./OFFICE	SIGNATURE/DATE
1. Home Department/Office	 EPIFANIA G. LORETO	17. University Librarian	 VICENTE GILOS ✓
2. Dean, College of Agriculture and Food Sciences	 VICTOR B. ASIO	18. Head, VSU Health Services	 DR. ELWIN JAY V. YU
3. Dean, College of Arts and Sciences	 CANDELARIO L. CALIBO	19. University Registrar	 MARWEN A. CASTAÑEDA
4. Dean, College of Education	 BAYRON S. BARREDO	20. Head, Accounting Office	 ERLINDA S. ESGUERRA
5. Dean, College of Mgt. and Economics	 MOISES NEIL V. SERINO	21. Head, Cash Division	 QUEEN EVERY Y. ATUPAN
6. Dean, College of Engineering	 ROBERTO C. GUARTE	22. Head, Records Office	 MA. ROBERTA MIRAFLORES
7. Dean, College and Forestry and Natural Resources	 DENNIS P. PEQUE	23. Head, PRPEO	 HONEY SOFIA V. COLIS
8. Dean, College of Veterinary Medicine	 SANTIAGO T. PEÑA JR.	24. Head, SPPMO	 ALICIA M. FLORES
9. Dean, Graduate School	 ANABELLA B. TULIN	25. Director, GSD	 MARIO LILIO P. VALENZONA
10. Dean of Students	 MANOLO B. LORETO, Jr.	26. Director, Administration & Human Resource Development	 LOURDES B. CANO
11. Director, Institute of Human Kinetics	 CHARIS B. LIMBO	27. Director, Finance	 LOUELLA C. AMPAC
12. Director ecoFARM I	 ROMEL B. ARMECIN	28. Vice-President for Research and Extension	 OTHELLO B. CAPUNO
13. Director, NARC	 FELICIANO G. SINON	29. Vice President for Instruction	 BEATRIZ S. BELONIAS
14. Director, NCRC	 MARIA JULIET C. CENIZA	30. Vice-President for Administration and Finance	 REMBERTO A. PATINDOL
15. Director, PhilRootcrops	 ERLINDA A. VASQUEZ	31. Vice-President for Planning, Resource Generation and External Affairs	 DILBERTO O. FERRAREN
16. VFA/AdPA	 ERNESTO F. BULAYOG	APPROVED:	 EDGARDO E. TULIN PRESIDENT