

VISAYAS STATE UNIVERSITY
Visca, Baybay, Leyte

CLEARANCE FOR FACULTY/STAFF

Name: **GUIRALDO C. FERNANDEZ, JR.**

Position: Asst. Prof. I

Dept./Office: **DLABS**

Last day 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, Leyte as indicated below:

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

Effective Date: June 2014 Reason if Resignation: _____

Until further notice faculty/staff's address: _____

DEPT./OFFICE	SIGNATURE/DATE	DEPT./OFFICE	SIGNATURE/DATE
1. Home Dept. Office	 Guiraldo C. Fernandez, Jr.	17. University Librarian	 Andrei D. Pardales 6/9/14
2. Dean, College of Agriculture	 Victor B. Asio 6/11/14	18. University Physician	 Elwin Jay V. Yu 10/04/13
3. Dean, College of Arts and Sciences	 Remberto A. Patindol	19. University Registrar	 Elzer Velasco
4. Dean, College of Education	 Dolores L. Alcobber	20. Head, Accounting Office	 Erlinda S. Esguerra
5. Dean, College of Mgt. & Economics	 Antonio P. Abanag	21. Head, Cash Division	 CORAZON NUÑEZ
6. Dean, College of Engineering	 Roberto C. Guarle	22. Head, Records Division	 ASTERIA SEVILLA 4/11
7. Dean, College of Forestry and Natural Resources	 RENEZ S. COMIC	23. Head, PRPEO	 Ma. Jifania A. Tustan
8. Dean, College of Veterinary Medicine	 Eugene B. Lañada	24. Head, SPPMO	 Teresita I. Quiñanola
9. Dean, Graduate School	 Beatriz S. Belonias	25. Director, GSD	 VELMA P. BONTUYAN
10. Dean of Students	 Manolo B. Loreto, Jr.	26. Director, ODA-HRD	 Lourdes B. Cano
11. Director, Institute of Human Kinetics	 Vicente B. Antipaso	27. Director, Finance	 Roberta C. Lemos
12. Director, IOPARM	 Pastor P. Garcia	28. Vice-President for Research & Extension	 Othello B. Capino 5/6/14
13. Director, NARC	 Ruben M. Gapasin	29. Vice-President for Instruction	 Edgardo E. Tulin
14. Director, NCRC	 Ma. Juliet C. Ceniza	30. Vice-President for Administration & Finance	 Roberto C. Guarle
15. Director, PhilRootcrops	 MARCOLO QUIVEDO	31. Vice-President for Planning & Resource Generation	 Edgardo E. Tulin
16. VSU-FA	 Luz Moreno 4/8/14		