



VISAYAS STATE UNIVERSITY
Visca, Baybay City, Leyte

CLEARANCE FOR FACULTY/STAFF

Name : JOCELYN G. DACLAG

Position : Instructor II

Dept./Office: DFST

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 City, Leyte as indicated below:

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

Effective Date : Jan. 12, 2015

Reason if Resignation : _____

Until further notice faculty/staff's address and Mobile No.: _____

DEPT./OFFICE	SIGNATURE/DATE	DEPT./OFFICE	SIGNATURE/DATE
1. Home Dept. Office	 LORDIA A. GALVEZ	17. University Librarian	 ANDRELI D. PARDALES
2. Dean, College of Agriculture & Food Science	 ANTONIA CECILIA Y. SANDOVAL	18. University Physician	 ELWIN JAY V. YU
3. Dean, College of Arts and Sciences	 REMBERTO A. PATINDOL	19. University Registrar	 ELIEZER L. VELASCO
4. Dean, College of Education	 LIJERAL J. CUADRA	20. Head, Accounting Office	 ERLINDA S. ESGUERRA
5. Dean, College of Mgt. and Economics	 ANTONIO P. ABAMO	21. Head, Cash Division	 CORAZON U. NUEVO
6. Dean, College of Engineering	 ROBERTO C. GUARTE	22. OIC-Head, Records Office	 ASTERIA A. SEVILLA
7. Dean, College of Forestry and Natural Resources	 RENEZA S. COME	23. Head, PRPEO	 TERESITA L. QUINANOLA
8. Dean, College of Veterinary Medicine	 EUGENE B. LANADA	24. Head, SPPMO	 ALICIA M. FLORES
9. Dean, Graduate School	 BEATRIZ S. BELONIAS	25. Director, GSD	 NESTOR M. ISRAEL
10. Dean of Students	 MANOLO B. LORETO Jr.	26. Director, Administration & Human Resource Dev't	 LOURDES B. CANOY
11. Director, Institute of Human Kinetics	 RICARDO C. NANGGAN, Jr.	27. OIC, Director, Finance	 LOUELLA C. AMPAC
12. Director, SCOFARM	 PASTOR P. GARCIA	28. Vice-President for Research & Extension	 OTHELLO B. CAPUNO
13. Director, NARC	 RUBEN M. GAPASIN	29. Vice-President for Instruction	 EDGARDO E. TUIN
14. Director, NCRC	 MARIA JULIET C. CENIZA	30. Vice-President for Admin. & Finance	 ROBERTO C. GUARTE
15. Director, PhilRootcrops	 MARCELO A. QUEVEDO	31. Vice-President for Planning, Resource Generation and External Affairs	 VICTOR B. ASIO
16. VFA/AdPA			

APPROVED:

JOSE L. BACUSMO
President