

2014
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VISAYAS STATE UNIVERSITY
Visca, Baybay, Leyte

Clearance

CLEARANCE FOR FACULTY/STAFF

Name : MARIA ROBELYN A INSIK
Dept. /Office : DoPAC

Position : Instructor
Last day of Service in VSU : October 31, 2014

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: [X] Resignation [] Retirement [] Transfer [] Study Leave [] Others:

Effective Date: Nov 1, 2014

Until further notice faculty/employee's address: _____

Reason if resignation:

OFFICE	SIGNATURE/DATE	OFFICE	SIGNATURE/DATE
1. HomeDept/Office	J.G.F. JANSALIN	17. University Librarian	A. D. PARDALES
2. Dean, Coll. of Agric	V. B. ASIO	18. University Physician	E. J. V. YU
3. Dean, Coll. of Arts & Sci.	R. A. PATINDOL	19. University Registrar	E. L. VELASCO
4. Dean, Coll. of Educ.	L. I. CUADRA	20. Head, Acctg. Office	E. S. ESGUERRA
5. Dean, Coll. of Mgt. & Economics	A. P. ABAMO	21. Head, Cash Office	C. U. NUEVO
6. Dean, Coll. Of Eng'g	R. C. GUARTE	22. Head, Records Div.	A. B. SEVILLA
7. Dean, Coll. of Forestry & NR	R. S. COME	23. Head, PRPEO	T. L. QUIÑANOLA
8. Dean, Coll. of Vet. Med.	E. B. LANADA	24. Head, PPO	N. M. ISRAEL
9. Dean, Grad. School	B. S. BELONIAS	25. Head, Property Office	V. P. BONTUYAN
10. Dean of Students	M. B. LORETO, JR.	26. Director, OAHRO	L. B. CANO
11. Director, Inst. of Human Kinetics	R. C. NABAGAN, JR.	27. Director, Finance	L. C. AMPAC
12. Director, FARM	P. P. GARCIA	28. VP Research & Ext.	O. B. CAPINO
13. Director, NARC	R. M. GAPASIN	29. VP, Acad. Affairs	E. E. TULIN
14. Director, NCRC	M. J. CENIZA	30. VP, Adm & Finance	R. C. GUARTE
15. Director, PhilRootcrops	M. A. QUEVEDO	31. VP, Planning & Resource Generation	E. E. TULIN
16. VFA/AdPA	L. O. MORENO		

APPROVED: JOSE L. BACUSMO
President