



7246
7/19

VISAYAS STATE UNIVERSITY
Visca, Baybay City, Leyte



CLEARANCE FOR FACULTY/STAFF

Name: ROSALINA D. POLIGNIT
Dept./Office: DBS

Position: Assoc. Professor I
Last Day of Service in VSU: July 31, 2016

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, 2016

Reason if Resignation: _____

Until further notice faculty/staff's address and Mobile No.: GUADALUPE, BAYBAY CITY 09336998630

DEPT./OFFICE	SIGNATURE/DATE	DEPT./OFFICE	SIGNATURE/DATE
1. Home Dept. Office		17. University Librarian	
2. Dean, College of Agriculture		18. University Physician	
3. Dean, College of Arts and Sciences		19. University Registrar	
4. Dean, College of Education		20. Head, Accounting Office	
5. Dean, College of Mgt. and Economics		21. Head, Cash Division	
6. Dean, College of Engineering		22. OIC Records Office	
7. Dean, College of Forestry and Natural Resources		23. Head, PRPEO	
8. Dean, College of Veterinary Medicine		24. Head, SPPMO	
9. Dean, Graduate School		25. OIC, Director, GSD	
10. Dean of Students		26. Director, Administration & Human Resource Dev't	
11. Director, Institute of Human Kinetics		27. OIC, Director, Finance	
12. Director, ecoFARM		28. Vice-President for Research & Extension	
13. Director, NARC		29. Vice-President for Instruction	
14. Director, NCRC		30. Vice-President for Admin. & Finance	
15. Director, PhilRootcrops		31. Vice-President for Planning, Resource Generation and External Affairs	
16. VFA/AdPA			

APPROVED:

Edgardo E. Tulin
President