

OFFICE OF THE PRESIDENT  
DATE: 5/11/01  
BY: [Signature]  
VISCA, BAYBAY, LEYTE  
JH0004  
BPH 4921  
103  
RECEIVED  
DATE: 5-11-01  
No: 141 BY: 12

VISAYAS STATE COLLEGE OF AGRICULTURE  
Baybay, Leyte

CLEARANCE FOR FACULTY/STAFF

Name ZENAIDA C. GONZAGA Position Instructor II  
Dept. or Office Horticulture First Day of Service in VisCA \_\_\_\_\_

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 six copies.

This clearance should be duly accomplished before receiving the last salary or any money due the faculty/employee from the college. After completion of this clearance return all copies to the Personnel Office.

The above-named faculty-employee is cleared of money, property and other responsibilities from VisCA, Baybay, Leyte as indicated below:

Purpose: [ ] Resignation [ ] Retirement [ ] Transfer [☒] Study Leave [ ] Others \_\_\_\_\_

Effective Date: June 1, 2001 Until further notice faculty/employee's address: DOH, VISCA  
Reasons if resignation: \_\_\_\_\_

DEPT/OFFICE	SIGNATURE/DATE	DEPT/OFFICE	SIGNATURE/DATE
1. Home Dept/Office	M.T. DIPUTADO, JR.	21. Director, PhilRootcrops	J.R. PARDALES, JR.
2. Director of Instruction	R.G. ESCALADA	22. Director, CSR/EDPC	B. VEGA
3. Director of Research	J.L. BACUSMO	23. Director, RCRS	R.M. SANTIAGO
4. " Extension	G.R. GERONA	24. Director, ATEP/IMDC	EDITHA G. CAGASAN
5. Director of Graduate School	L.T. VILLACAZOS	Director, NARC	L.R. GONZALZ
6. Head, Agron. & Soil Sci.	R.C. SERONILLOS	26. Director, FARM	Z.S. DELA ROSA
7. Head, An.Sci.&Vet.Med.	T. FERNANDEZ, JR.	27. Chief, Librarian	R. NAPIERE
8. Head, Ag.Chem.&Food Sci.	A. ACARAL	28. College Registrar	L.K. MARISCAL
9. Head Ag.Eng'g.&App.Math.	G. GALINATO	29. College Physician	I.P. BERTOLFO
10. Head, Horticulture	M.T. DIPUTADO, JR.	30. Director, PPO	N.M. ESPINA
11. Head, Dev. Communication	W.T. ALESNA	31. Director, LUAPU	E.L. DEQUITO
12. Head, Plant Protection	B.T. MANDRAS	32. Chief, SPMD	R.C. LEMOS
13. Head, Ag.Educ.&Extn.	O. COLIS	33. Chief, Acctg.Office	U. NUERO
14. Head, Ag.Econ.&Agrib.	J. ALBUINO	34. Chief, Cash Div.	M.M. AVILA
15. Head, Plt.Brdg.&Ag.Bot.	C. QUIMIO	35. Director, HRMDO	C. BATO
16. Head, Home Science	E.I. BERAY	36. Director, OSA	L.B. CANO
17. Head, Forestry	E. MANGAONG	37. Administrative Officer	N.P. PASCUAL
18. Head, Arts & Letters	Z. JUMAGUING	38. Vice President, Admin.	M.E. PALOMAR
19. Head, Physical Education	R. RUSSEL	39. Vice President, Academic	P.P. MILAN
20. Principal, VLHS	D. UGANG	40. APPROVED: PRESIDENT	