



VISAYAS STATE UNIVERSITY  
Visca, Baybay City, Leyte

**CLEARANCE FOR FACULTY/STAFF**



Name : BERTA C. RATILCA  
Dept./Office: AGRONOMY

Position : Assoc. Prof. 5  
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).

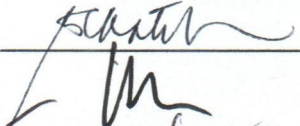
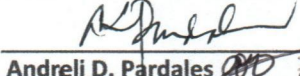
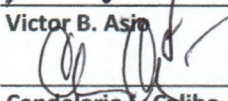
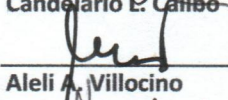
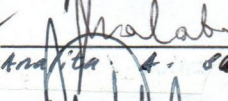
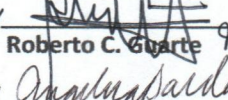
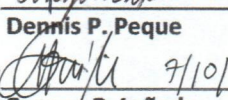
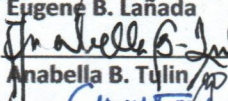
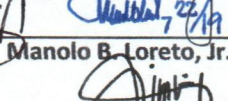
The above named faculty/staff is cleared of money, property and other responsibilities from VSU, Visca, Baybay City, Leyte as indicated below:

Purpose : ☐ Resignation ☐ Retirement ☐ Transfer ☐ Study Leave ☒ Others: Sabbatical leave

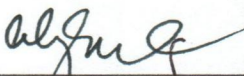
Effective Date : August 1, 2019 - July 31, 2020

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		17. University Librarian	
2. Dean, College of Agriculture	Victor B. Asio	18. Head, VSU Health Services	Andreli D. Pardales 7/17/19
3. Dean, College of Arts and Sciences		19. University Registrar	Elwin Jay V. Yu 7-25-19
4. Dean, College of Education	Candelario L. Calibo	20. Head, Accounting Office	Ma. Epifania G. Tudtud 7/22/19
5. Dean, College of Mgt. and Economics		21. Head, Cash Division	Erlinda S. Esguerra 7/22/19
6. Dean, College of Engineering	Aleli A. Villocino	22. OIC, Records Office	Corazon U. Nuevo 7/22/19
7. Dean, College of Forestry and Natural Resources		23. PRPEO	Asteria A. Sevilla 7/22/19
8. Dean, College of Veterinary Medicine	Roberto C. Cuarte	24. Head, SPPMO	Lourdes B. Cano 9/4/19
9. Dean, Graduate School		25. Director, GSD	Alicia M. Flores 7/22/19
10. Dean of Students	Dennis P. Peque	26. Director, Administration & Human Resource Dev't	Mario Lilio P. Valenzona 7/22/19
11. OIC, Institute of Human Kinetics		27. Director, Finance	Lourdes B. Cano 7/22/19
12. Director, ecoFARM	Eugene B. Lañada	28. Vice-President for Research & Extension	Louella C. Ampac 7/22/19
13. Director, NARC		29. Vice-President for Instruction	Othello B. Capunod 7/22/19
14. Director, NCRC	Anabella B. Tulin	30. Vice-President for Admin. & Finance	Beatriz S. Belonias 7/22/19
15. Director, PhilRootcrops		31. OIC, OVPPRGEA	Remberto A. Patindol 7/24/19
16. VFA/AdPA	Manolo B. Loreto, Jr.		Dilberto O. Ferraren

APPROVED:

  
Edgardo E. Tulin  
President