

VISAYAS STATE COLLEGE OF AGRICULTURE  
Baybay, Leyte 6521-A

CLEARANCE FOR FACULTY/STAFF

Name: BRENDA M. RAMONEDA

Position: INSTRUCTOR

Dept. or Office: DATA

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, 1993 ~~March 31, 1994~~ Until further notice faculty/employee's address: \_\_\_\_\_  
Reasons if resignation: \_\_\_\_\_

DEPT./OFFICE	SIGNATURE/DATE	DEPT./OFFICE	SIGNATURE/DATE
1. Home Dept./Office Head	J. M. ALKUNO JR.	20. Director, PRCRTC	J. L. BACUSMO
2. Director of Instruction	P. P. MILAN	21. Director, CSR/EDPC	S. DAGOY
3. Director of Res. & Extn.	E. R. PONCE	22. Director, RCRC	N. P. PASCUAL
4. Director of Graduate School	M. K. PALOMAR	23. Director, NARC	L. R. GONZAL
5. Head, Agron. & Soil Sci.	A. ALMENDRAS	24. Chief Librarian	L. K. MIRANDA
6. Head, An. Sci. & Vet. Med.	O. B. POSAS	25. College Registrar	D. M. MARISCAL
7. Head, Ag. Chem. & Food Sci.	C. CALIBO	26. College Physician	I. BERNILFO
8. Head, Ag. Eng. & App. Math.	G. GALINATO	27. Director, GSO	M. C. ESCALANTE
9. Head, Horticulture	C. C. CARCALLAS	28. Chief, ESDMU	J. S. LABRA
10. Head, Dev. Com.	W. T. ALESMA	29. Chief, SPMD	A. ARRADAZA
11. Head, Plant Protection	R. M. GAFASIN	30. Chief, Acctg. Office	R. L. PAULO
12. Head, Ag. Educ. & Extn.	T. R. FLORES	31. Chief, Cash Office	A. FERNANDEZ
13. Head, Ag. Econ. & Agrib.	J. M. ALKUNO	32. Chief, Personnel Office	T. L. QUINANOLA
14. Head, Plt. Brdg. & Ag. Bot.	O. B. CAPUNO	33. Director, OSA	A. S. ALKUNO
15. Head, Home Science	L. B. PONCE	34. Administrative Officer	W. VALENZONA
16. Head, Forestry	R. G. ESCALADA	35. Vice President for Academic Affairs	R. G. ESCALADA
17. Head, Arts & Letters	J. SEROI	36. APPROVED: PRESIDENT	S. PARTIL
18. Head, Phys. Education	T. ZAFRA	37. ATTESTED: Auditor	S. PARTIL
19. Principal, ERHS	J. ROSILLO		