



VISAYAS STATE UNIVERSITY
Visca, Baybay City, Leyte

CLEARANCE FOR FACULTY/STAFF

Name : Engr. Andy Phil D. Cortes
Dept./Office: Dept. of Civil Engineering

Position : Instructor I
Last Day of Service in VSU: July 31, 2018



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, 2018

Reason if Resignation : _____

Until further notice faculty/staff's address and Mobile No.: 09 653680983

DEPT./OFFICE	SIGNATURE/DATE	DEPT./OFFICE	SIGNATURE/DATE
1. Home Dept. Office	 Epifania G. Loreto 8/17/18	17. University Librarian	 Andreli D. Pardales 8/9/18
2. Dean, College of Agriculture	 Victor B. Asio 8/18	18. University Physician	 Elwin Jay V. Yod 8/27/18
3. Dean, College of Arts and Sciences	 Candelario L. Calibo	19. University Registrar	 Eliezer L. Velasco 8/17
4. Dean, College of Education	 Aleli A. Villocino	20. Head, Accounting Office	 Erlinda S. Esguerra 8/18
5. Dean, College of Mgt. and Economics	 Antonio P. Abamo	21. Head, Cash Division	 Corazon U. Nuevo 8/18
6. Dean, College of Engineering	 Roberto C. Guarate	22. OIC Records Office	 Asteria A. Sevilla 8/9/18
7. Dean, College of Forestry and Natural Resources	 Dennis P. Peque	23. Head, PRPEO	 Teresita L. Quilpanola 8/28/18
8. Dean, College of Veterinary Medicine	 Eugene B. Lafiada	24. Head, SPPMQ	 Alicia M. Flores 8/23/18
9. Dean, Graduate School	 Anabelle B. Tulin	25. Director, GSD	 Mario Lilio P. Valenzona
10. Dean of Students	 Manolo B. Loreto, Jr. 7/27/18	26. Director, Administration & Human Resource Dev't	 Lourdes B. Cano 8/15/18
11. Director, Institute of Human Kinetics	 Romel B. Armecin 7/27/18	27. OIC, Director, Finance	 Louella C. Ampac 8/17/18
12. Director, ecoFARM	 Feliciano G. Sinon	28. Vice-President for Research & Extension	 Othello B. Capuno 8/17/18
13. Director, NARC	 Maria Juliet C. Ceniza	29. Vice-President for Instruction	 Beatriz S. Belonias
14. Director, NCRC	 Erlinda A. Vasquez	30. Vice-President for Admin. & Finance	 Remberto A. Patindol
15. Director, PhilRootcrops	 Ernesto Bulayog	31. Vice-President for Planning, Resource Generation and External Affairs	 Edgardo E. Tulin
16. VFA/AdPA			

APPROVED:

Edgardo E. Tulin
President