

LEYTE STATE UNIVERSITY
Visca, Baybay, Leyte

CLEARANCE FOR FACULTY/STAFF

Name : **BERTA C. RATILLA**
Dept. /Office : **DASS, LSU**

Position : **Instructor III**
Last day of Service in LSU :

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 five (5) copies.

This clearance should be duly accomplished before receiving the last salary or any money due the faculty/employee from the university. After completion of this clearance return all copies to the Human Resource Management & Development Office (HRMDO).

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

Purpose: ☐ Resignation ☐ Retirement ☐ Transfer ☒ Study Leave ☐ Others _____

Effective Date: **June 1, 2006**

Until further notice faculty/employee's address: _____

Reason if resignation:

OFFICE	SIGNATURE/DATE	OFFICE	SIGNATURE/DATE
1. Home Dept/Office	V.B. ASIO	16. University Librarian	R. B. NAPIERE
2. Dean, Coll. of Agric.	O. B. POSAS	17. University Physician	E. J. V. YU
3. Dean, Coll. of Arts & Sci.	A. D. ACABAL	18. University Registrar	L. N. MARISCAL
4. Dean, Coll. of Educ.	D. L. ALCOBER	19. Head, Acctg. Office	R. C. LEMOS
5. Dean, Coll. of Eng'g & Agri-Industries	R. C. GUARTE	20. Head, Cash Office	C. U. NUEVO
6. Dean, Coll. of Forestry	E. O. MANGAOANG	21. Head, Records Div.	S. P. SEDROME
7. Dean, Coll. of Vet. Med.	T. J. FERNANDEZ, JR.	22. Head, HRMDO	T. L. QUIÑANOLA
8. Dean, Grad. School	M. T. DIPUTADO, JR.	23. Head, PPO	N. M. ISRAEL
9. Dean of Students	M. B. LORETO, JR.	24. Head, Property Office	J. B. ISRAEL
10. Director, Inst. of Human Kinetics	A. A. VILLOCINO	25. Director, Administration	L. B. CANO
11. Director, Curr & Instruction	E. D. TULIN	26. Director, Finance	N. V. CALA
12. Director, FARM	E. A. BALBARINO	27. Dir., Research & Ext.	O. B. CAPUNO
13. Director, NARC	L. R. GONZAL	28. VP, Acad. Affairs	J. L. BACUSMO
14. Director, NCRC	E. S. SUDARIA	29. VP, Adm & Finance	J. M. ALKUINO, JR.
15. Director, PhilRootcrops	A. M. MARISCAL	30. VP, External Affairs	M. K. PALOMAR

APPROVED:

PACIENCIA P. MILAN
President