

VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte

CLEARANCE FOR FACULTY/STAFF

Name Roberto C. Guarte Position Asst. Professor
Dept. or Office Dept. of Ag. Eng'g. & Applied Math. 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: _____ Until further notice faculty/employee's address: _____
Reasons if resignation: April 1, 1992

DEPT/OFFICE	SIGNATURE/DATE	DEPT/OFFICE	SIGNATURE/DATE
1. Home Dept/Office Head	<u>GREGORIO J. GALINATO JR.</u>	20. Director, PROTC	<u>JOSE BACUSMO</u>
2. Director of Instruction	<u>PACIFICIA P. MILAN</u>	21. Director, CSR/EDPC	<u>SALVADOR C. TAGAY</u>
3. Director of Res. & Extn.	<u>ELISEO R. PONCE</u>	22. Director, RCRC	<u>N-R-LITO PASCUAL</u>
4. Director of Graduate School	<u>MARCEL K. PALOMARA</u>	23. Director, NARC	<u>LELITA GONZALEZ</u>
5. Head, Agron. & Soil Sci.	<u>ANGELA ALMENDRAS</u>	24. Coordinator, FARM	<u>ANG LY</u>
6. Head, An. Sci. & Vet. Med.	<u>OSCAR E. POSAS</u>	25. Chief Librarian	<u>LINDA K. MIRANDA</u>
7. Head, Ag. Chem. & Food Sci.	<u>CANDIANO CALIBO</u>	26. College Registrar	<u>LINDA N. MARISCAL</u>
8. Head, Ag. Eng'g. & App. Math.	<u>GREGORIO J. GALINATO JR.</u>	27. College Physician	<u>ISABEL BERTULFO</u>
9. Head, Horticulture	<u>CASIMIRO D. CASCALLAS</u>	28. Director, GSO	<u>MARCELITO C. ESCALANTE</u>
10. Head, Dev. Com.	<u>WOLFREDA ALONSO</u>	29. Chief, ESDMU	<u>JEAN LABRA</u>
11. Head, Plant Protection	<u>EDUARDO R. FLORES</u>	30. Chief, CMD	<u>ANTONIO C. ARABAZA</u>
12. Head, Ag. Educ. & Extn.	<u>JOSE ALBUINO</u>	31. Chief, Acctg. Office	<u>MILAGROS S. MOTIN</u>
13. Head, Ag. Econ. & Agrib.	<u>JOSE ALBUINO</u>	32. Chief, Cash Office	<u>ANITA C. FERNANDEZ</u>
14. Head, Plt. Bldg. & Ag. Bot.	<u>OLITO GARCIA</u>	33. Chief, Personnel Office	<u>ANITA C. FERNANDEZ</u>
15. Head, Home Science	<u>LUCYLEN B. PONCE</u>	34. Director, CSA	<u>PURIA TAN</u>
16. Head, Forestry	<u>JUSTIANO QUIMIO</u>	35. Admin. Officer	<u>WILFREDO C. ALONZONA</u>
17. Head, Arts & Letters	<u>JUSTINIANO S. ROY</u>	36. Vice President	<u>SAMUEL S. CO</u>
18. Head, Physical Education	<u>THEMAZ DAERA</u>	37. APPROVED: PRESIDENT	<u>MARIANITO R. VILLANUEVA</u>
19. Principal, ERHS	<u>JIMMY R. ROSILLO</u>	38. ATTESTED: Auditor	