



VISAYAS STATE UNIVERSITY
Visca, Baybay City, Leyte

CLEARANCE FOR FACULTY/STAFF



Name : JAMES ALEXIS DE LOS SANTOS
Dept./Office: NURSING

Position : INSTRUCTOR - III
Last Day of Service in VSU: JUNE 30, 2016

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 : JULY 7, 2016 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, College of Nursing	<u>Janet Alexis X. De Los Santos</u>	17. University Librarian	<u>Andrelli D. Pardales</u> 5/23/16
2. Dean, College of Agriculture	<u>Victor B. Asio</u> 5/31/16	18. University Physician	<u>Elwin Jay V. Yu</u> 5/31/16
3. Dean, College of Arts and Sciences	<u>Candelario L. Calibo</u>	19. University Registrar	<u>Eliezer L. Velasco</u>
4. Dean, College of Education	<u>Lijueraj J. Cuadra</u> 6/1/16	20. Head, Accounting Office	<u>Erlinda S. Esguerra</u> 6/1/16
5. Dean, College of Mgt. and Economics	<u>Antonio P. Abamo</u>	21. Head, Cash Division	<u>Corazon U. Nuevo</u> 6/1/16
6. Dean, College of Engineering	<u>Roberto C. Guarte</u> 5/31/16	22. OIC Records Office	<u>Asteria A. Sevilla</u> 5/31
7. Dean, College of Forestry and Natural Resources	<u>Arturo F. Pasa</u>	23. Head, PRPEO	<u>Teresita L. Quiñanola</u>
8. Dean, College of Veterinary Medicine	<u>Eugene B. Lañada</u>	24. Head, SPPMO	<u>Alicia M. Flores</u> 6/29
9. Dean, Graduate School	<u>Editha G. Cagasan</u>	25. OIC, Director, GSD	<u>Mario Lilio P. Valenzona</u>
10. Dean of Students	<u>Manolo B. Loreto, Jr.</u>	26. Director, Administration & Human Resource Dev't	<u>Lourdes B. Cano</u>
11. Director, Institute of Human Kinetics	<u>Aleli A. Villocino</u> 5/24/16	27. OIC, Director, Finance	<u>Louella C. Ampac</u> 6/2/16
12. Director, ecoFARM	<u>Rommel B. Armechin</u>	28. Vice-President for Research & Extension	<u>Othello B. Caparino</u>
13. Director, NARC	<u>Feliciano G. Sinon</u> 6/1/16	29. Vice-President for Instruction	<u>Beatriz S. Belonias</u> 6/1/16
14. Director, NCRC	<u>Maria Juliet C. Geniza</u>	30. Vice-President for Admin. & Finance	<u>Remberto A. Patindol</u> 6/28/16
15. Director, PhilRootcrops	<u>Erlinda A. Vasquez</u>	31. Vice-President for Planning, Resource Generation and External Affairs	<u>Daniel M. Tudud, Jr.</u> 6/1/16
16. VFA/AdPA			

APPROVED:

Edgardo E. Tulin
President