



VISAYAS STATE UNIVERSITY
Visca, Baybay City, Leyte

CLEARANCE FOR FACULTY/STAFF

Name : ENGR. MARTIN JAN E. MERCURIO

Position : Instructor I

Dept./Office: Dept. of Geodetic Engineering

Last Day of Service in VSU: _____

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 3, 2018

Reason if Resignation : _____

Until further notice faculty/staff's address and Mobile No.: #147 RAMON MAGSAYSAY AVENUE, BAYBAY CITY 0955376742

DEPT./OFFICE	SIGNATURE/DATE	DEPT./OFFICE	SIGNATURE/DATE
1. Home Dept. Office	 Diana Christa G. Milloza 8/7/18	17. University Librarian	 for: Andrew D. Pardales 8/3/18
2. Dean, College of Agriculture	 Victor B. Asio 8/2/18	18. University Physician	 Dr. Yu 8/8/18
3. Dean, College of Arts and Sciences	 Candelario L. Calibo	19. University Registrar	 Eliezer L. Velasco
4. Dean, College of Education	 Ateli A. Villosino	20. Head, Accounting Office	 Erlinda S. Esguerra 8/14/18
5. Dean, College of Mgt. and Economics	 Antonio R. Abama	21. Head, Cash Division	 Corazon U. Nuevo
6. Dean, College of Engineering	 Roberto S. Guarte	22. OIC Records Office	 Asteria A. Sevilla 8-8-18
7. Dean, College of Forestry and Natural Resources	 Dennis P. Peque	23. Head, PRPEO	 Teresita L. Quiñanola 8/8/18
8. Dean, College of Veterinary Medicine	 Eugene B. Lañada	24. Head, SPPMO	 Alicia M. Flores 8/7/18
9. Dean, Graduate School	 Anabelle B. Tulin 8/6/18	25. Director, GSD	 Mario Lilio P. Valenzona
10. Dean of Students	 Manolo B. Loreto, Jr. 8/2/18	26. Director, Administration & Human Resource Dev't	 Lourdes B. Cano 8/7/18
11. Director, Institute of Human Kinetics	 MARY JEAN M. SAPAN 8/1/18	27. OIC, Director, Finance	 Louella C. Ampac 8/1/18
12. Director, ecoFARMI	 Rome B. Armezin	28. Vice-President for Research & Extension	 Othello B. Capunda
13. Director, NARC	 Feliciano S. Sinon	29. Vice-President for Instruction	 Beatriz S. Belonias
14. Director, NCRC	 Maria Juliet C. Ceniza	30. Vice-President for Admin. & Finance	 Remberto A. Patindol
15. Director, PhilRootcrops	 Erlinda A. Vasquez	31. Vice-President for Planning, Resource Generation and External Affairs	 Dilberto O. Ferraren 8/15/18
16. VFA/AdPA	 Ernesto Bulayog		

APPROVED:

Edgardo E. Tulin
President