



VISAYAS STATE UNIVERSITY  
Visca, Baybay City, Leyte

CLEARANCE FOR FACULTY/STAFF

Name : Ms. Magnolia C. Lao  
Dept./Office : DCHM

Position : Instructor  
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 : Aug 16, 2016 Reason if Resignation : \_\_\_\_\_

Until further notice faculty/staff's address and Mobile No.: VSU, Visca, Baybay City, Leyte

DEPT./OFFICE	SIGNATURE/DATE	DEPT./OFFICE	SIGNATURE/DATE
1. Home Dept. Office	<u>NANCY V. DUMAGUING</u> 6/1/16	17. University Librarian	<u>Andrei D. Pardales</u> 6/15/16
2. Dean, College of Agriculture	<u>Victor B. Asio</u> 6/16/16	18. University Physician	<u>Elwin Jay V. Yu</u> 6/1/16
3. Dean, College of Arts and Sciences	<u>Candelario L. Calibo</u>	19. University Registrar	<u>Elezer L. Velasco</u>
4. Dean, College of Education	<u>Lijueraj J. Cuadra</u> 6/3/16	20. Head, Accounting Office	<u>Erlinda S. Esguerra</u> 6/1/16
5. Dean, College of Mgt. and Economics	<u>Antonio P. Abamo</u> 6/9/16	21. Head, Cash Division	<u>Corazon U. Nuevos</u>
6. Dean, College of Engineering	<u>Roberto C. Guarte</u>	22. OIC Records Office	<u>Asteria A. Sevilla</u> 6/1/16
7. Dean, College of Forestry and Natural Resources	<u>Arturo E. Pasa</u>	23. Head, PRPEO	<u>Teresita L. Quiñanola</u> 6/1/16
8. Dean, College of Veterinary Medicine	<u>Eugene B. Mañada</u>	24. Head, SPPMO	<u>Alicia M. Flores</u>
9. Dean, Graduate School	<u>Editha G. Cagasan</u> 6/1/16	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> 6/1/16	27. OIC, Director, Finance	<u>Louella C. Ampac</u> 6/1/16
12. Director, ecoFARM	<u>Romel B. Armecin</u>	28. Vice-President for Research & Extension	<u>Othello B. Capuno</u> 6/1/16
13. Director, NARC	<u>Feliciano G. Sinon</u>	29. Vice-President for Instruction	<u>Beatriz S. Belonias</u>
14. Director, NCRC	<u>Maria Juliet C. Ceniza</u>	30. Vice-President for Admin. & Finance	<u>Remberto A. Patindol</u> 6/1/16
15. Director, PhilRootcrops	<u>Erlinda A. Vasquez</u> 2 Jun 16	31. Vice-President for Planning, Resource Generation and External Affairs	<u>Daniel M. Tudud, Jr.</u>
16. VFA/AdPA			

APPROVED:

Edgardo E. Tulin  
President