

39 85 174 Records ViSCA CLEARANCE SHEET

Name Jacqueline B. Mendoza Position Instructor
 Dept. or Office Ag. Engls and Applied Math Salary P16,860/annum

- (1) Subject faculty/employee who is retiring, resigning, being separated from the service, transferring to another agency, leaving the country and/or going on maternity or extended leave of absences prepare this form in six copies.
- (2) This clearance should be duly accomplished before paying last salary or any money due to faculty/employee from the College.
- (3) 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 ☒ Maternity Leave
☒ Summer Vacation Pay ☒ Study Leave ☒

Effective Date: January 16, 1986 Until further notice faculty/employee address

Reasons if resignation:

1/ CLEARED from this Dept./Office:
 All other depts. and offices notified.

(Head)

2/ CLEARED from ODI
 (For Academic Staff only)

ELISEO R. PONCE, Ph.D.

3/ CLEARED from research responsibilities
 (For Academic Staff only)

M. R. VILLANUEVA, Ph.D.

4/ CLEARED from Agronomy & Soils Dept.

RODOLFO G. ESCALADA, Ph.D.

5/ CLEARED from Animal Science Dept.

BERNABE B. COCJIN, Ph.D.

6/ CLEARED from Agricultural Engineering
 Dept.

MARGARITO C. ESCALANTE, Ph.D.

7/ CLEARED from Agricultural Chemistry Dept.

LYDIA A. GLORIA, Ph.D.

8/ CLEARED from Horticulture Dept.

CASIMIRO D. CARCALLAS, Ph.D.

9/ CLEARED from PRORTC

E. N. BERNARDO, Ph.D., Director

10/ CLEARED from OSA

PHOEBE B. VILLANUEVA, Actg. Director

11/ CLEARED from books and other library res.

LINDA K. MIRANDA, Chief Librarian

12/ CLEARED from Academic responsibilities
 (For faculty members only)

LINDA N. MARISCAL

13/ CLEARED from ViSCA Health Service obligations.

ISABEL P. BERTULFO, M.D.

14/ CLEARED from Physical Plant Office

MANUEL C. CAPACIO, Supt.

15/ CLEARED from IGPO

FEDERICO C. MONSERATE, Supt.

16/ CLEARED from property responsibilities

ALFREDO C. ARRADAZA, JR. OIC

17/ CLEARED from cash accountabilities

MELECIO B. ABOGADIE, Cashier

18/ CLEARED from cash responsibilities

BEATRIZ P. MODINA, Chief, Acct. Div.

19/ CLEARED from personnel matters

NELLIE CARCALLAS, OIC, P.O.

20/ CLEARED from contractual obligation with the College. No pending case.

WILFREDO C. VALENZONA, Adm. Officer

21/ APPROVED:

M. R. VILLANUEVA
 Officer-in-Charge