

VISAYAS STATE UNIVERSITY
Visca, Baybay, Leyte

CLEARANCE FOR FACULTY/STAFF

Name: MARISEL A. LEORNA
Dept./Office: NCRC-V

Position: Instructor III

Last Day of Service in VSU: _____

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 five (5) copies.

This clearance should be duly accomplished **before** receiving the last salary or any money due the faculty/employee from the university. After completion of this clearance return all copies to the Human Resource Management & Development Office (HRMDO).

The above-named faculty-employee is **cleared of money**, property and other responsibilities from VSU, Visca, Baybay, Leyte as indicated below:

Purpose: ☐ Resignation ☐ Retirement ☐ Transfer ☒ **Study Leave** ☐ Others _____

Effective Date: August 4, 2014 Until further notice faculty/employee's address: Apt. 24, Kilbourne St. VSU

Reason if resignation: _____

| OFFICE | SIGNATURE/DATE | OFFICE | SIGNATURE/DATE |
|---------------------------------------|--------------------------------|--|------------------------|
| 1. Home Dept./Office: | <u>M. J. CENIZA</u> | 17. University Librarian | <u>A. D. PARDALES</u> |
| 2. Dean, Coll. of Agric. | <u>V. B. ASIO</u> | 18. University Physician | <u>E. E. V. YU</u> |
| 3. Dean, Coll. of Arts & Sci. | <u>R. A. PATINDOL</u> | 19. University Registrar | <u>E. S. ESQUERRA</u> |
| 4. Dean, Coll. of Educ. | <u>D. L. ALCOBER</u> | 20. Head, Acctg. Office | <u>E. S. ESQUERRA</u> |
| 5. Dean, Coll. of Mgt. & Economics | <u>A. P. ABAMO</u> | 21. Head, Cash Office | <u>C. U. NUEVO</u> |
| 6. Dean, Coll. of Eng'g | <u>R. C. GUARTE</u> | 22. Head, Records Div. | <u>A. S. SEVILLA</u> |
| 7. Dean, Coll. Of Forestry & Wildlife | <u>R. S. COME</u> | 23. Head, PRPEO | <u>T. L. QUINANOLA</u> |
| 8. Dean, Coll. of Vet. Med. | <u>E. B. LANADA</u> | 24. Head, PPO | <u>N. M. ISRAEL</u> |
| 9. Dean, Grad. School | <u>B. S. BELONIAS</u> | 25. Head, Property Office | <u>V. P. BONTOLAN</u> |
| 10. Dean of Students | <u>M. B. LORETO, JR</u> | 26. Director, OAHRD | <u>L. B. CANO</u> |
| 11. Director, Inst. of Human Kinetics | <u>RICHARDO C. NAWGAN, JR.</u> | 27. Director, Finance | <u>L. C. AMPAC</u> |
| 12. Director, FARM | <u>P. P. GARCIA</u> | 28. VP Research & Ext. | <u>O. B. CAPIN</u> |
| 13. Director, NARC | <u>R. M. GAPASIN</u> | 29. VP Acad. Affairs | <u>R. C. GUARTE</u> |
| 14. Director, NCRC | <u>M. J. CENIZA</u> | 30. VP, Adm. & Finance | <u>R. C. GUARTE</u> |
| 15. Director, PhilRootcrops | <u>M. A. QUEVEDO</u> | 31. VP, Planning & Resource Generation | <u>E. E. TULIN</u> |
| 16. VFA/AdPA | <u>LUZ O. MORENO</u> | | |

APPROVED:

JOSE L. BACUSMO
President