

47 Person ViSCA CLEARANCE SHEET ViSCA FILE

Name EUGENE B. LANADA Position Instructor
 Dept. or Office DASVM Salary _____

- (1) Subject faculty/employee who is retiring, resigning, being separated from the service, transferring to another agency, leaving the country and/or going maternity or extended leave of absences prepare this form in five 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: February 2, 1987 Until further notice faculty/employee address _____
 Reasons if resignation: _____

- | | |
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| <p>1/ CLEARED from this Dept./Office:
All other depts. and offices notified.
<i>[Signature]</i>
O. B. POSAS
(Head, Dept./Office)</p> <p>2/ CLEARED from ODI
(For Academic Staff only)
<i>[Signature]</i>
B. P. MILAN
(Director of Instruction)</p> <p>3/ CLEARED from Academic responsibilities.
(For Faculty Members only)
<i>[Signature]</i>
L. W. MARTISCAL
(Registrar)</p> <p>4/ CLEARED from research responsibilities.
(For Academic Staff only)
<i>[Signature]</i>
R. R. GERONA
(Director)</p> <p>5/ CLEARED from Agronomy & Soils Science Dept.
<i>[Signature]</i>
E. G. ESCALADA
(Department Head)</p> <p>6/ CLEARED from Animal Science Dept.
<i>[Signature]</i>
O. B. POSAS
(Department Head)</p> <p>7/ CLEARED from Agricultural Engineering Dept.
<i>[Signature]</i>
M. ESCALANTE
(Department Head)</p> <p>8/ CLEARED from Agricultural Chemistry Dept.
<i>[Signature]</i>
L. A. GLORIA
(Department Head)</p> <p>9/ CLEARED from Horticulture Dept.
<i>[Signature]</i>
R. SANTIAGO
(Department Head)</p> <p>10/ CLEARED from PE Dept.
<i>[Signature]</i>
R. R. RUSSEL
(Department Head)</p> <p>11/ CLEARED from PRRTC.
<i>[Signature]</i>
M. K. PALOMAR
(Director)</p> | <p>12/ CLEARED from books and other library responsibilities.
<i>[Signature]</i>
L. K. MIRANDA
(Chief Librarian)</p> <p>13/ CLEARED from OSA.
<i>[Signature]</i>
P. VILLANUEVA
(Director)</p> <p>14/ CLEARED from ViSCA Health Service obligations.
<i>[Signature]</i>
I. P. BERTULFO
(Head Infirmary)</p> <p>15/ CLEARED from Physical Plant Office.
<i>[Signature]</i>
E. C. CAPACIO
(Superintendent)</p> <p>16/ CLEARED from IGPO.
<i>[Signature]</i>
F. C. MONSERATE
(Superintendent)</p> <p>17/ CLEARED from property responsibilities.
<i>[Signature]</i>
(Chief, Supply/Prop. Div.)</p> <p>18/ CLEARED from cash accountabilities.
<i>[Signature]</i>
MELECIO B. ABOGADIE
(Cashier)</p> <p>19/ CLEARED from cash responsibilities.
<i>[Signature]</i>
B. F. MODINA
(Chief, Acctg. Div.)</p> <p>20/ CLEARED from personnel matters.
<i>[Signature]</i>
(Personnel Officer)</p> <p>21/ CLEARED from contractual obligation with the College. No pending case.
<i>[Signature]</i>
W. C. VALENZONA
(Administrative Officer)</p> <p>22/ APPROVED:
<i>[Signature]</i>
(President)</p> |
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