



VISAYAS STATE UNIVERSITY
Visca, Baybay City, Leyte

CLEARANCE FOR FACULTY/STAFF

Name : SANTIAGO T. PEÑA, JR.

Dept./Office: DVBS

Position : INSTRUCTOR II

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 : JUNE 1, 2013

Reason if Resignation : _____

Until further notice faculty/staff's address: _____

DEPT./OFFICE	SIGNATURE/DATE	DEPT./OFFICE	SIGNATURE/DATE
1. Home Dept. Office	 EVELYN S. CORTES	17. University Librarian, OK	 ANDRELI D. PARDALES
2. Dean, College of Agriculture	 Victor B. Asio 7/26/12	18. University Physician	 Elwin Jay V. Yu 9/2/12
3. Dean, College of Arts and Sciences	 Remberto A. Patindol	19. University Registrar	 Linda A. Mariscal 11/11/12
4. Dean, College of Education	 Dolores L. Alcobar	20. Head, Accounting Office	 Erlinda S. Esguerra 9/1/12
5. Dean, College of Mgt. and Economics	 Antonio P. Abanjo	21. Head, Cash Division	 Corazon U. Nuevo
6. Dean, College of Engineering	 Roberto C. Cuarte	22. Head, Records Office	 Simeon P. Sedrome 9/19/12
7. Dean, College of Forestry and Natural Resources	 Renelita S. Come	23. Head, PRPEO	 Teresita L. Quiñaneta
8. Dean, College of Veterinary Medicine	 Eugene B. Lofada 8/6/12	24. Head, SPPMO	 Alex P. Tulin
9. Dean, Graduate School	 Beatriz S. Felonias	25. Director, GSD	 Nestor M. Israel
10. Dean of Students	 Manolo V. Loreto, Jr.	26. Director, Administration & Human Resource Dev't	 Lourdes B. Cano 11/1/12
11. Director, Institute of Human Kinetics	 Vicente B. Antipaso	27. Director, Finance	 Roberta C. Lemos 9/1/12
12. Director, Eco-FARMI	 Pastor P. Garcia	28. Vice-President for Research & Extension	 Othello B. Capuno 11/29/12
13. Director, NARC	 Ruben M. Gapasin 7/29/12	29. Vice-President for Instruction	 Oscar B. Posas
14. Director, NCRC	 Maria Juliet C. Ceniza 8/12/12	30. Vice-President for Admin. & Finance	 Roberto C. Cuarte
15. Director, PhilRootcrops	 Oliver R. Roca	31. Vice-President for Planning and Resource Generation	 Edgardo E. Tulin
16. VFA/ADPA	 Jose L. Bacusmo 7/3/12		

APPROVED:

JOSE L. BACUSMO
President