

VISAYAS STATE UNIVERSITY  
Visca, Baybay City, Leyte

CLEARANCE FOR FACULTY/STAFF

Name MARK C. RATILLA Position Instructor  
Dept./Office: Department of Business & Management 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 and Development Office (HRMDO).

The above named faculty-employee 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: September 2, 2014 until further notice faculty/employee's  
address: \_\_\_\_\_

Cell # 0942 342 6477

Reason if resignation:

OFFICE	SIGNATURE/DATE	OFFICE	SIGNATURE/DATE
1. Home Dept/Office	<u>A. P. ABAMO</u>	17. University Librarian	<u>A. D. PARDALES</u>
2. Dean, Coll. of Agric.	<u>V. B. ASIO</u>	18. University Physician	<u>E. V. YU</u>
3. Dean, Coll. of Arts & Sci.	<u>R. A. PATINDOL</u>	19. University Registrar	<u>E. L. VELASCO</u>
4. Dean, Coll. of Educ.	<u>H. J. CUADRA</u>	20. Head, Acctg. Office	<u>E. S. ESGUERRA</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 Division	<u>ASTERIA A. SEVILLA</u>
7. Dean, Coll. of Forestry & NR	<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. BONTOLYAN</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>R. MANGGAN</u>	27. Director, Finance	<u>LOUELLA A. AMPAC</u>
12. Director, FARM	<u>P. P. GARCIA</u>	28. VP, Research & Ext.	<u>E. O. B. SAPINO</u>
13. Director, NARC	<u>R. M. GAPASIN</u>	29. VP, Acad. Affairs	<u>E. E. TULIN</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>Dr. Liza O. Moreno</u>		

APPROVED:

JOSE L. BACUSMO  
President