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02 DEC 2020

CLEARANCE
(for Faculty and Staff)

Name: May Ann E. Palen Position: Instructor III
Dept./Office: Department of Statistics Last Day in 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: Maternity Leave Extension

Effective Date: July 27, 2020 - December 9, 2020

Reason if Resignation: _____

Until further Faculty/Staff's Address and Mobile No.: _____

DEPT./OFFICE	SIGNATURE/DATE	DEPT./OFFICE	SIGNATURE/DATE
1. Home Department/Office	 10/28/2020	17. University Librarian	
2. Dean, College of Agriculture and Food Sciences	VICTOR B. ASIO	18. Head, VSU Health Services	DR. ELWIN JAY V. G.
3. Dean, College of Arts and Sciences	CANDOLARIO L. CALIBO	19. University Registrar	MARWEN A. CASTAÑEDA
4. Dean, College of Education	BAYRON S. BARRERO	20. Head, Accounting Office	ERLINDA S. ESGUERRA
5. Dean, College of Mgt. and Economics	MOISES NEIL V. SERINO	21. Head, Cash Division	QUEEN EVELYN M. ATUPAN
6. Dean, College of Engineering	ROBERTO C. GUARRE	22. Head, Records Office	MA. ROBERTA MIRAFLORES
7. Dean, College and Forestry and Natural Resources	DENNIS R. REYES	23. Head, PRPEO	HONEY SOFIA V. COLLAS
8. Dean, College of Veterinary Medicine	SAUL T. PEREZ	24. Head, SPPMO	ALICIA M. FLORES
9. Dean, Graduate School	MADEIRA P. DING	25. Director, GSD	MARCELO P. VARELA
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16. VFA/AdPA		APPROVED:	EDGARDO E. TULIN
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