



VISAYAS STATE UNIVERSITY
Visca, Baybay City, Leyte

CLEARANCE FOR FACULTY/STAFF

Name : Mr. Jed Asaph D. Cortes

Position : Instructor

Dept./Office: DDC

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 : 2nd Sem 2013-14

Reason if Resignation : _____

Until further notice faculty/staff's address: _____

DEPT./OFFICE	SIGNATURE/DATE	DEPT./OFFICE	SIGNATURE/DATE
1. Home Dept. Office	 Christina A. Gabrillo	17. University Librarian	 Andrei D. Pardales
2. Dean, College of Agriculture	 Victor B. Asio	18. University Physician	 Elwin Jay V. Yu
3. Dean, College of Arts and Sciences	 Remberto A. Patindol	19. University Registrar (OIC)	 Eliezer L. Velasco
4. Dean, College of Education	 Dolores L. Alcober	20. Head, Accounting Office	 Erlinda S. Esguerra
5. Dean, College of Mgt. and Economics	 Antonio P. Abamo	21. Head, Cash Division	 Corazon U. Nuevo
6. Dean, College of Engineering	 Roberto C. Guarte 12/20/13	22. Head, Records Office	 Simeon P. Sedrome
7. Dean, College of Forestry and Natural Resources	 Reneza S. Come	23. Head, PRPEO	 Teresita L. Quiñanola
8. Dean, College of Veterinary Medicine	 Eugene B. Lañada	24. Head, Property	 Velma P. Bontuyan
9. Dean, Graduate School	 Beatriz S. Belonias	25. Director, GSD	 Nestor M. Israel
10. Dean of Students	 Manolo B. Loreto, Jr.	26. Director, Administration & Human Resource Dev't	 Lourdes B. Cano 01C 12/20/13
11. Director, Institute of Human Kinetics	 Vicente B. Antipaso	27. Director, Finance	 Roberta C. Lemos
12. Director, ecoFARMI	 Pastor P. Garcia	28. Vice-President for Research & Extension	 Othello B. Capuno
13. Director, NARC	 Ruben M. Gapasin	29. Vice-President for Instruction (OIC)	 Luathati M. Noriel
14. Director, NCRC	 Maria Juliet C. Ceniza	30. Vice-President for Admin. & Finance	 Roberto C. Guarte
15. Director, PhilRootcrops (OIC)	 Marcelo A. Quevedo	31. Vice-President for Planning and Resource Generation	 Edgardo E. Tulin
16. VFA/AdPA			

APPROVED:

JOSE L. BACUSMO
President