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GPH 9446  
9/14

Revised/modified = 9/17/18

VISAYAS STATE UNIVERSITY  
Visca, Baybay City, Leyte

**CLEARANCE FOR FACULTY/STAFF**

Name: JOSELLE R. CAYETANO  
Dept./Office: Institute of Human Kinetics

Position: Instructor  
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 & Development Office (HRMDO).

The above-named faculty-employee is cleared from money, property and other responsibilities from LSU, Visca, Baybay, Leyte as indicated below:

**Purpose:** [ ] Retirement [ ] Transfer [ X ] Study leave [ ] Others

**Effective Date:** SEPT 1, 2018 Reason if resignation : \_\_\_\_\_

**Until further notice faculty/employee's address:** \_\_\_\_\_

OFFICE	SIGNATURE / DATE	OFFICE	SIGNATURE/DATE
1. Home Dept. Office	<u>ALETA VILLOCINO</u>	17. University Librarian	<u>ANDRELI D. PARDALES</u> 9/13/18
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3. Dean, College of Arts and Sciences	<u>UMBERTO L. CALIBO</u>	19. University Registrar	<u>ELIEZER L. VELASCO</u>
4. Dean, College of Education	<u>ARIEL JAC VILLODEINO</u>	20. Head, Accounting Office	<u>ERLINDA S. ESGUERRA</u>
5. Dean, College of Mgt. and Economics	<u>ANTONIO B. ABAMO</u>	21. Head, Cash Division	<u>SCORAZON U. NUEVO</u>
6. Dean, College of Engineering	<u>ROBERTO C. GUARTE</u>	22. OIC, Records Office	<u>ASTERIA A. SEVILLA</u>
7. Dean, College of Forestry & Environmental Science	<u>DENNIS P. PEQUE</u>	23. Head, PRPEO	<u>TERESITA L. QUINANOLA</u> 9/13/18
8. Dean, College of Veterinary Medicine	<u>EUGENE B. LANADA</u>	24. Head, SPPMO	<u>ALICIA M. FLORES</u>
9. Dean, Graduate School	<u>ANABELLA B. TULIN</u>	25. OIC, Director, GSD	<u>MARIO LILIO P. VALENZONA</u>
10. Dean of Students	<u>MANOLO B. LORETO JR.</u>	26. Director, Administration & Human Resource Dev.	<u>LOURDES B. CANO</u>
11. Director, Institute of Human Kinetics	<u>ALETA VILLOCINO</u> 9/13/18	27. OIC, Director, Finance	<u>LOUELLA C. AMPAC</u> 9/13/18
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16. VFA / AdPA	<u>ATTY. RYAN C. GUINOCOR</u> 7/17/18		

Approved: \_\_\_\_\_

**EDGARDO E. TULIN**  
President