## VISAYAS STATE UNIVERSITY Visca, Baybay City, Leyte

## **CLEARANCE FOR FACULTY/STAFF**

Name: SHEENA EUNICE B. TABUBLONG Position: Instructor
Dept./Office: Institute of Human Kinetics 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 Resourace 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: JWN 5 18, 2016 Reason if resignation :				
Until further notice faculty/employee's address:				
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	OFFICE	SIGNATURE /DATE	OFFICE SIGNATURE DATE	
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	and Food Sciences	Victor D. Asig my 1/22	Elwin Jay V. YU	
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4.	Dean, College of Education	ye -	20. Head, Accounting Office	
5.	Dean, College of Mgt. and		21. Head, Cash Division	7
6.	Economics Dean, College of Engineering	Antonio P. Abamo  Roberto C. Guarte P	22. OIC, Records Office  Asteria A. Sevilla 3 VI	_
7.	Dean, College of Forestry &	Jan 3/18/16	23. Head, PRPEO Toscho Control	<del></del>
8.	Environmental Science Dean, College of Veterinary Medicine	Artilio E. Pasa  N	24. Head, SPPMO Alicia M. Flores	yce
9.	Dean, Graduate School	Editha G. Cagasan N 41410	25. OIC, Director, GSD	_
10.	Dean of Students	Mulb but	26. Director, Administration	1.
11.	Director, Institute of Human Kinetics	Manolo B. Loreto, Jr.	8. Human Resource Dev. Lourdes B. Cano (12) 27. OIC, Director, Finance Louella C. Ampac	<u></u>
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15.	Director, PhilRootcrops	Erlinda A. Vasquez (7)	31. Vice -President for  Resource Generation  Daniel M. Tudtud, Jr.	7100
16.	VFA / AdPA	Comment of the second	& External Affairs	
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EDGARDO E. TULIN

President