

VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte

CLEARANCE FOR FACULTY/STAFF

Name NANCY T. VILLACARTA
Dept. or Office HOME SCIENCE

Position INSTRUCTOR-I
First Day of Service in ViSCA 5-10-86

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 six copies.

This clearance should be duly accomplished before receiving the last salary or any money due the faculty/employee from the college. After completion of this clearance return all copies to the Personnel Office.

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

Purpose: ☐ Resignation ☐ Retirement ☐ Transfer ☒ Study Leave ☐ Others

Effective Date: MAY 07 1992

4/15/92

Until further notice faculty/employee's address:

Reasons if resignation:

DEPT/OFFICE	SIGNATURE/DATE	DEPT/OFFICE	SIGNATURE/DATE
1. Home Dept/Office Head	<i>[Signature]</i> 4/15/92	20. Director, PRCRC	<i>[Signature]</i> 4/15/92
2. Director of Instruction	<i>[Signature]</i> 4/15/92	21. Director, CSR/EDPC	<i>[Signature]</i> 4/15/92
3. Director of Res. & Extn.	<i>[Signature]</i> 4/15/92	22. Director, RCRC	<i>[Signature]</i> 4/15/92
4. Director of Graduate School	<i>[Signature]</i> 4/15/92	23. Director, NARC	<i>[Signature]</i> 4/15/92
5. Head, Agron. & Soil Sci.	<i>[Signature]</i> 4/15/92	24. Coordinator, FARM I	<i>[Signature]</i> 4/15/92
6. Head, An. Sci. & Vet. Med.	<i>[Signature]</i> 4/15/92	25. Chief Librarian	<i>[Signature]</i> 4/15/92
7. Head, Ag. Chem. & Food Sci.	<i>[Signature]</i> 4/15/92	26. College Registrar	<i>[Signature]</i> 4/15/92
8. Head, Ag. Eng'g. & App. Math.	<i>[Signature]</i> 4/15/92	27. College Physician	<i>[Signature]</i> 4/15/92
9. Head, Horticulture	<i>[Signature]</i> 4/15/92	28. Director, GSO	<i>[Signature]</i> 4/15/92
10. Head, Dev. Com.	<i>[Signature]</i> 4/15/92	29. Chief, ESDMU	<i>[Signature]</i> 4/15/92
11. Head, Plant Protection	<i>[Signature]</i> 4/15/92	30. Chief, CMC	<i>[Signature]</i> 4/15/92
12. Head, Ag. Educ. & Extn.	<i>[Signature]</i> 4/15/92	31. Chief, Acctg. Office	<i>[Signature]</i> 4/15/92
13. Head, Ag. Econ. & Agrib.	<i>[Signature]</i> 4/15/92	32. Chief, Cash Office	<i>[Signature]</i> 4/15/92
14. Head, Plt. Bldg. & Ag. Bot.	<i>[Signature]</i> 4/15/92	33. Chief, Personnel Office	<i>[Signature]</i> 4/15/92
15. Head, Home Science	<i>[Signature]</i> 4/15/92	34. Director, CSA	<i>[Signature]</i> 4/15/92
16. Head, Forestry	<i>[Signature]</i> 4/15/92	35. Admin. Officer	<i>[Signature]</i> 4/15/92
17. Head, Arts & Letters	<i>[Signature]</i> 4/15/92	36. Vice President	<i>[Signature]</i> 4/15/92
18. Head, Physical Education	<i>[Signature]</i> 4/15/92	37. APPROVED: PRESIDENT	<i>[Signature]</i> 4/15/92
19. Principal, ERMS	<i>[Signature]</i> 4/15/92	38. ATTESTED: Auditor	<i>[Signature]</i> 4/15/92