



RECEIVED  
14 MAY 2020

**CLEARANCE**  
(for Faculty and Staff)

Name: Rotacio Gravoso

Position: Professor VI

Dept./Office: Development Communication

Last Day in of Service in VSU: 29 February 2020

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: Sabbatical Leave

Effective Date: 1 March 2020

Reason if Resignation: N/A

Until further Faculty/Staff's Address and Mobile No.: 49 Kilbourne, VSU, Baybay City, Leyte; 0933 516 2964

DEPT./OFFICE	SIGNATURE/DATE	DEPT./OFFICE	SIGNATURE/DATE
1. Home Department/Office	 CHRISTINA A. GABRILLO	17. University Librarian	 ANDRELI D. PARDALES
2. Dean, College of Agriculture and Food Sciences	 VICTOR B. ASIO	18. Head, VSU Health Services	 DR. ELWIN JAY V. YU
3. Dean, College of Arts and Sciences	 CANDELARIO L. CALIBO	19. University Registrar	 MARWEN A. CASTAÑEDA
4. Dean, College of Education	 ALELI A. VILLOCINO	20. Head, Accounting Office	 ERLINDA S. ESGUERRA
5. Dean, College of Mgt. and Economics	 ANALITA A. SALABAO	21. Head, Cash Division	 QUEENEVER Y. ATUPAN
6. Dean, College of Engineering	 ROBERTO C. GUARTE	22. Head, Records Office	 MA. ROBERTA MIRAFIOR
7. Dean, College and Forestry and Natural Resources	 DENNIS F. PEQUE	23. Head, PRPEO	 HONEY SOFIA V. COLIS
8. Dean, College of Veterinary Medicine	 EUGENE B. LAÑADA	24. Head, SPPMO	 ALICIA M. FLORES
9. Dean, Graduate School	 ANABELLA B. TULIN	25. Director, GSD	 MARIO LILIO P. VALENZONA
10. Dean of Students	 MANOLO B. LORETO, Jr.	26. Director, Administration & Human Resource Development	 LOURDES B. CANO
11. Director, Institute of Human Kinetics	 CHARIS B. LIMBO	27. Director, Finance	 LOUELLA C. AMPAC
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APPROVED: