



VISAYAS STATE UNIVERSITY
Visca, Baybay City, Leyte

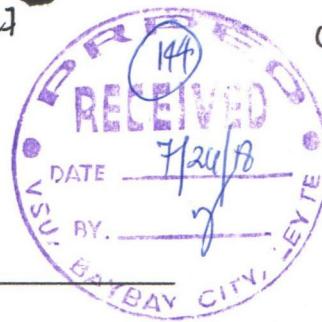
CLEARANCE FOR FACULTY/STAFF

Name : **ENGR. JAY N. JO**

Dept./Office: **DME**

Position : **INSTRUCTOR I**

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 : **AUG. 1, 2018**

Reason if Resignation : _____

Until further notice faculty/staff's address and Mobile No.: **09651779163 / 09125612698**

DEPT./OFFICE	SIGNATURE/DATE	DEPT./OFFICE	SIGNATURE/DATE
1. Home Dept. Office	 Celso Gumaod	17. University Librarian	 Andreli D. Pardales 7/24/18
2. Dean, College of Agriculture	 Victor B. Asio 7/25	18. OIC, VSU Health Services	 Josephine O. Zafico 7/25/18
3. Dean, College of Arts and Sciences	 Candelario L. Calibo	19. University Registrar	 Eliezer L. Velasco
4. Dean, College of Education	 Marieliza Villorino	20. Head, Accounting Office	 Erlinda S. Esguerra 7/24/18
5. Dean, College of Mgt. and Economics	 Antonio P. Abamo	21. Head, Cash Division	 Corazon U. Nuevo
6. Dean, College of Engineering	 Roberto C. Guarta 7/25	22. OIC, Records Office	 Asteria A. Sevilla 7/24/18
7. Dean, College of Forestry and Natural Resources	 Dennis P. Peque	23. Head, PRPEO	 Teresita L. Quiñanola 7/24/18
8. Dean, College of Veterinary Medicine	 Eugene B. Lafiada	24. Head, SPPMG	 Alicia M. Flores 7/24/18
9. Dean, Graduate School	 Anabella B. Tulino 7/19/18	25. Director, GSD	 Mario Lilio P. Valenzona
10. Dean of Students	 Manolo B. Loreto, Jr. 7/19/18	26. Director, Administration & Human Resource Dev't	 Lourdes B. Cano 7/19/18
11. Director, Institute of Human Kinetics	 Aleli A. Villocino 7/23/18	27. OIC, Director, Finance	 Louella C. Ampac
12. Director, ecoFARM	 Romel B. Armeccin	28. Vice-President for Research & Extension	 Othello B. Capuno
13. Director, NARC	 Feliciano G. Sinong	29. Vice-President for Instruction	 Beatriz S. Belonias 07/26/18
14. Director, NCRC	 Maria Juliet C. Ceniza 7/25/18	30. Vice-President for Admin. & Finance	 Remberto A. Patindol 7/25/18
15. Director, PhilRootcrops	 Erlinda A. Vasquez	31. Vice-President for Planning, Resource Generation and External Affairs	 Edgardo E. Tulin 7/24/18
16. VFA/AdPA	 Edgardo E. Tulin		

APPROVED:

Edgardo E. Tulin
President

