

VISAYAS STATE UNIVERSITY
Visca, Baybay, Leyte State University

CLEARANCE FOR FACULTY/STAFF

Name: ED ALLAN L. ALCOBER
Dept./Office: Agronomy & Soil Science

Position: Instructor 1
Last day of Service in VSU: Dec. 31, 2007

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 of money, property and responsibilities from VSU, Visca, Baybay, Leyte as indicated below:

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

Effective Date: Jan. 1, 2008 Until further notice faculty/employee's address: _____

Reason if resignation: _____

OFFICE	SIGNATURE/DATE	OFFICE	SIGNATURE/DATE
1. Home Dept/Office	<u>ANNABELLA B. TALIN</u>	16. University Librarian	<u>R.B. NAPIERE</u>
2. Dean, Coll. of Agric.	<u>JOSE M. ALCOBER, JR.</u>	17. University Physician	<u>E. V. YU</u>
3. Dean, Coll. of Arts & Sci.	<u>REBECCO A. PATINDOL</u>	18. University Registrar	<u>L. N. MARISCAL</u>
4. Dean, Coll. Of Educ.	<u>D.L. ALCOBER</u>	19. Head, Acctg. Office	<u>R.C. LEMOS</u>
5. Dean, Coll. Of Eng'g & Agri-Industries	<u>JUSTINO R. QUINIO</u>	20. Head, Cash Office	<u>C. U. NUEVO</u>
6. Dean, Coll. of Forestry	<u>T.J. FERANDNEZ, JR.</u>	21. Head, Records Division	<u>S. P. SEDROME</u>
7. Dean, Coll. Of Vet. Med.	<u>D. O. PERALTA</u>	22. Head, HRMDO	<u>T.L. QUINANOLA</u>
8. Dean, Grad. School	<u>M. B. LORETO, JR</u>	23. Head, PPO	<u>N. M. ISRAEL</u>
9. Dean of Students	<u>A. A. VILLOZO</u>	24. Head, Property Office	<u>L. B. CANO</u>
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12. Director, FARM I	<u>JULIETA R. ROA</u>	27. Dir., Research & Ext.	<u>C. B. POSAS</u>
13. Director, NARC		28. VP, Acad. Affairs	<u>SCORPIO A. MARTIN</u>
14. Director, NCRC		29. VP, Adm. & Finance	<u>M. K. PALOMAR</u>
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APPROVED:

JOSE L. BACERO
President