

APR 59 72
6/17

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VISAYAS STATE UNIVERSITY
Visca, Baybay, Leyte



CLEARANCE FOR FACULTY/STAFF

Name: MICHAEL CARLO C. VILLAS

Position: Instructor I

Dept./Office: DLABS

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, Leyte as indicated below:

Purpose: [] Resignation [] Retirement [] Transfer [**xx**] **Study Leave** [] Others _____

Effective Date: August 2016 Reason if Resignation: _____

Until further notice faculty/staff's address: _____

DEPT./OFFICE	SIGNATURE/DATE	DEPT./OFFICE	SIGNATURE/DATE
1. Home Dept. Office	 Guiraldo C. Fernandez, Jr.	17. University Librarian	 Andrew D. Pardales 5/25/16
2. Dean, College of Agriculture	 Victor B. Asio 5/23/16	18. University Physician	 Elwin Jay V. Yu 5-19-16
3. Dean, College of Arts and Sciences	 Candela L. Calibo	19. University Registrar	 Eliezer L. Velasco
4. Dean, College of Education	 Lijueraj D. Cuadra	20. Head, Accounting Office	 Erlinda S. Esguerra
5. Dean, College of Mgt. & Economics	 Antonio P. Abamo	21. Head, Cash Division	 Corazon U. Nuevos
6. Dean, College of Engineering	 Roberto C. Guarte 5/26/16	22. Head, Records Division	 Aster Sevilla
7. Dean, College of Forestry and Natural Resources	 Arturo Pasa 5/20/16	23. Head, PRPEO	 Teresita L. Quiñanola
8. Dean, College of Veterinary Medicine	 Eugene B. Lañada	24. Head, SPPMO	 Alicia M. Flores
9. Dean, Graduate School	 Editha G. Cagasan 5/10/16	25. Director, GSD	 Mario Lilio P. Valenzona
10. Dean of Students	 Manolo B. Loreto, Jr.	26. Director, ODA-HRD	 Lourdes B. Cano
11. Director, Institute of Human Kinetics	 Aleli A. Villocino	27. Director, Finance	 Louella C. Ampac
12. Director, ecoFARMI	 Romel B. Arneche	28. Vice-President for Research & Extension	 Othello B. Capuno
13. Director, NARC	 Romel B. Arneche	29. Vice-President for Instruction	 Beatriz S. Belonias
14. Director, NCRC	 Ma. Juliet C. Ceniza	30. Vice-President for Administration & Finance	 Remberto A. Pandol
15. Director, PhilRootcrops	 Erlinda A. Vasquez	31. Vice-President for Planning & Resource Generation	 Daniel M. Tudtud, Jr.
16. VSU-FA	 Luz Moreno		

Updated 1997 May 2016

APPROVED: **EDGARDO E. TULIN**
President