

6P# 11614
12/6/12

2070

DEC 2012

VISAYAS STATE UNIVERSITY
Visca, Baybay City, Leyte 6521-A

CLEARANCE FOR FACULTY/STAFF

Name: **JAYZON G. BITACURA**
Dept./Office: **Department of Biological Sciences**

Position: **Instructor I**
Last day of Service in VSU: _____

OVPAA
RECEIVED
DATE: **3** DEC 2012

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 the completion of this clearance return all copies to the Personnel Records & Performance Evaluation Office (PRPEO).

The above-named faculty-employee 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: Sept. 17, 2012 Until further notice faculty/employee's address: _____

Reason if resignation: _____

OFFICE	SIGNATURE/DATE	OFFICE	SIGNATURE/DATE
1. Home Dept./Office Head	<u>R. D. POLIQUIT</u>	16. University Librarian, etc	<u>ANDRELI D. PARDALES</u>
2. Dean, Coll. of Agric.	<u>V. B. ASIO</u>	17. University Physician	<u>E. J. V. YU</u>
3. Dean, Coll. of Arts & Sci.	<u>R. A. PATINDOL</u>	18. University Registrar	<u>L. B. MARISCAL</u>
4. Dean, Coll. of Educ.	<u>D. L. ALCOBER</u>	19. Head, Acctg. Office	<u>E. S. ESGUERRA</u>
5. Dean, Coll. of Eng'g.	<u>R. C. GUARTE</u>	20. Head, Cash Office	<u>C. U. NUEVO</u>
6. Dean, Coll. of Forestry	<u>R. S. COME</u>	21. Head, Records Div.	<u>S. P. SEDROME</u>
7. Dean, Coll. of Vet. Med.	<u>E. B. CAÑADA</u>	22. Head, PRPEO	<u>T. L. QUIÑANOLA</u>
8. Dean, Grad. School	<u>B. S. BELONIAS</u>	23. Head, GSO	<u>N. A. ISRAEL</u>
9. Dean of Students	<u>M. B. LORETO, JR.</u>	24. Head, SPMO	<u>A. P. TULIN</u>
10. Director, Institute of Human Kinetics	<u>V. B. ANTIPASO</u>	25. Director, Administration	<u>L. B. CANO</u>
11. Director, FARM I	<u>P. E. GARCIA</u>	26. Director, Finance	<u>R. C. LEMOS</u>
12. Director, NARC	<u>R. M. GAPASIN</u>	27. VP, R & E Program	<u>O. B. CAPUNO</u>
13. Director, NCRC	<u>MJ. C. BENIZA</u>	28. VP, Instruction	<u>O. B. POSAS</u>
14. Director, Philrootcrops	<u>A. L. PRESBITERO</u>	29. VP, Adm. & Finance	<u>R. C. GUARTE</u>
15. VFA/ AdPA		30. VP, Planning & Res. Gen.	<u>E. E. TULIN</u>

Approved: _____

JOSE L. BACUSMO
President