



VISAYAS STATE UNIVERSITY
Visca, Baybay City, Leyte

CLEARANCE FOR FACULTY/STAFF

Name : Hernando L. Mondal
Dept./Office: Dept. of Forest Science

Position : Instructor
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 : January 2016 Reason if Resignation : _____

Until further notice faculty/staff's address and Mobile No.: _____

DEPT./OFFICE	SIGNATURE/DATE	DEPT./OFFICE	SIGNATURE/DATE
1. Home Dept. Office	<u>[Signature]</u> Dennis P. Peque	17. University Librarian	<u>[Signature]</u> Andrei D. Pardales 8/24/15
2. Dean, College of Agriculture	<u>[Signature]</u> Antonia Cecilia Y. Sandoval	18. University Physician	<u>[Signature]</u> Elwin Jay V. Yu
3. Dean, College of Arts and Sciences	<u>[Signature]</u> Candelario L. Calibo	19. University Registrar	<u>[Signature]</u> Eliezer L. Velasco
4. Dean, College of Education	<u>[Signature]</u> Lijueraj J. Cuadra	20. Head, Accounting Office	<u>[Signature]</u> Erlinda S. Esguerra 8/26/15
5. Dean, College of Mgt. and Economics	<u>[Signature]</u> Antonio P. Abamo	21. Head, Cash Division	<u>[Signature]</u> Corazon U. Nuevo 8/24/15
6. Dean, College of Engineering	<u>[Signature]</u> Roberto C. Guarte	22. OIC Records Office	<u>[Signature]</u> Asteria A. Sevilla
7. Dean, College of Forestry and Natural Resources	<u>[Signature]</u> Dennis P. Peque	23. Head, PRPEO	<u>[Signature]</u> Teresita L. Quiñanola 1/24/16
8. Dean, College of Veterinary Medicine	<u>[Signature]</u> Eugene B. Lañada	24. Head, SPPMO	<u>[Signature]</u> Alicia M. Flores
9. Dean, Graduate School	<u>[Signature]</u> Beatriz S. Belonias	25. OIC, Director, GSD	<u>[Signature]</u> Mano Lino P. Valenzona
10. Dean of Students	<u>[Signature]</u> Manolo B. Loreto, Jr.	26. Director, Administration & Human Resource Dev't	<u>[Signature]</u> Lourdes B. Cano 8/23/15
11. Director, Institute of Human Kinetics	<u>[Signature]</u> Aleli A. Villocino 8/23/15	27. OIC, Director, Finance	<u>[Signature]</u> Louella C. Ampac 1/24/16
12. Director, ecoFARM	<u>[Signature]</u> Romel B. Armecin	28. Vice-President for Research & Extension	<u>[Signature]</u> Othello B. Capuno 8/24/15
13. Director, NARC	<u>[Signature]</u> Ruben M. Gapasin	29. Vice-President for Instruction	<u>[Signature]</u> Beatriz S. Belonias 8/24/15
14. Director, NCRC	<u>[Signature]</u> Maria Juliet C. Ceniza	30. Vice-President for Admin. & Finance	<u>[Signature]</u> Roberto C. Guarte 8/24/15
15. Director, PhilRootcrops	<u>[Signature]</u> Marcelo A. Quevedo	31. Vice-President for Planning, Resource Generation and External Affairs	<u>[Signature]</u> Victor B. Asio 8/24/15
16. VFA/AdPA	<u>[Signature]</u> Luz O. Moreno		

APPROVED:

[Signature]
Edgardo E. Tulin
President