

# LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte

## CLEARANCE FOR FACULTY/STAFF

Name Prof. Editha G. Cagasan  
Dept./Office Development Communication

Position Assistant Professor/OIC-Head  
Last day of Service in LSU October 31, 2003

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 other responsibilities from LSU, Visca, Baybay, Leyte as indicated below:

Purpose: ☐ Resignation ☐ Retirement ☐ Transfer ☒ Study Leave ☐ Others \_\_\_\_\_

Effective Date: November 1, 2003 Until further notice faculty/employee's address: DDC, LSU, Visca, Baybay

Reason if resignation:

OFFICE	SIGNATURE/DATE	OFFICE	SIGNATURE/DATE
1. Home Dept/Office	<u>E.G. CAGASAN</u>	16. Director, PhilRootcrop	<u>A.M. MARISCAL</u>
2. Dean, Coll. of Agric	<u>O. B. POSAS</u>	17. Director, R & E Program	<u>A.A. FERRAREN</u>
3. Dean, Coll. of Arts & Sci	<u>E.O. LANDERITO</u>	18. Director, FMSC	<u>W.T. ALENA</u>
4. Dean, Coll. of Educ.	<u>D.I. ALCOVER</u>	19. University Librarian	<u>R.B. NAPIERE</u>
5. Dean, Coll. of Eng'g & Agri-Industries	<u>G.J. GALINATO, JR.</u>	20. University Physician	<u>L.P. BERTULFO</u>
6. Dean, Coll. of Forestry	<u>E.O. MANGAGANG</u>	21. University Registrar	<u>L.N. MARISCAL</u>
7. Dean, Coll. of Vet. Med.	<u>T.J. FERNANDEZ, JR.</u>	22. Head, Acctg. Office	<u>R.C. LEMOS</u>
8. Dean, Grad. School	<u>L.T. VILLACARLOS</u>	23. Head, Cash Office	<u>C.U. NUEVO</u>
9. Dean of Students	<u>A.S. ALKUINO</u>	24. Head, HRMDO	<u>T.L. QUINANOLA</u>
10. Director, Inst. of Human Kinetics	<u>R.R. RUSSEL</u>	25. Head, PPO	<u>N.M. ISRAEL</u>
11. Director, Accre. & Eval.	<u>M.T. DIPUTADO</u>	26. Head, Property Office	<u>J.B. ISRAEL</u>
12. Director, CIMD	<u>E.F. TULIN</u>	27. Director, Administration	<u>L.B. CANO</u>
13. Director, FARM	<u>Z.M. DE LA ROSA</u>	28. Director, Finance	<u>N.V. CALA</u>
14. Director, NARC	<u>L.R. GONZAL</u>	29. VP, Acad. Affairs	<u>M.K. PALOMAR</u>
15. Director, NCRC	<u>R.C. GUARDE</u>	30. VP, Adm. & Finance	<u>J.M. ALKUINO, JR.</u>
		31. VP, Research & Ext.	<u>J.L. BACUSMO</u>

APPROVED:

PACIENCIA P. MILAN  
President