

001 6064/6/23

SAYAS STATE UNIVERSITY
Visca, Baybay, Leyte

137
22 JUN 2015

CLEARANCE FOR FACULTY/STAFF

Name: **DEAN RUFFEL R. FLANDEZ**

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 ☒ Study Leave ☐ Others: _____

Effective Date: JUNE 14, 2015

Reason if Resignation: _____

Until further notice faculty/staff's address: _____

DEPT./OFFICE	SIGNATURE/DATE	DEPT./OFFICE	SIGNATURE/DATE
1. Home Dept. Office	Annie P. Graftoso	17. University Librarian	Andreli D. Pardales 6/10/15
2. Dean, College of Agriculture	ANTONIA REGILIA Y. SANDOVAL	18. University Physician	Elwin Jay V. Yu 6/11/15
3. Dean, College of Arts and Sciences	Remberto A. Patindol	19. University Registrar	Eliezer Velasco
4. Dean, College of Education	L. J. Cuadra	20. Head, Accounting Office	Erlinda S. Esguerra
5. Dean, College of Mgt. & Economics	Antonio P. Abano	21. Head, Cash Division	Corazon U. Nuevo
6. Dean, College of Engineering	Roberto C. Guarde 6/11/15	22. Head, Records Division	ASTERIA A. SEVILLA 6/3
7. Dean, College of Forestry and Environment Science	PERALIS P. PEQUE	23. Head, PRPEO	Teresita L. Quiñanola 6/21/15
8. Dean, College of Veterinary Medicine	Eugene B. Llanada	24. Head, SPPMO	ALICIA M. FLORES 6/8/15
9. Dean, Graduate School	Beatriz S. Belonias 6/11/15	25. Director, GSD	Lourdes B. Cano 6/21/15
10. Dean of Students	Manolo B. Loreto, Jr.	26. Director, ODA-HRD - oc	Louela C. Ampac 6/11/15
11. Director, Institute of Human Kinetics	Aleli A. Villocino 6/11/15	27. Director, Finance - oc	Othello B. Capuno
12. Director, ecoFARMI	ROMEL B. ARMECIN	28. Vice-President for Research & Extension	Edgardo E. Tulim
13. Director, NARC	Ruben M. Gapasin 6/11/15	29. Vice-President for Instruction	Roberto C. Guarde 6/11/15
14. Director, NCRC	Ma. Juliet A. Ceniza 6/11/15	30. Vice-President for Administration & Finance	VICTOR B. ASIO 6/11/15
15. Director, PhilRootcrops	MARCO ANTONIO C. AMPA	31. Vice-President for Planning & Resource Generation	

16. VSU-FA w/outside balance of \$5,000 + interest

Updated as of November 2011

VSUCC #135315

VSUFA Treas

APPROVED: JOSE L. BACUSMO
President 6/24/15