



Marvin  
Tane  
Y 1/24/19

VISAYAS STATE UNIVERSITY  
Visca, Baybay City, Leyte

**CLEARANCE FOR FACULTY/STAFF**

Name : **Anna Martha C. Monsanto**

Position : **Instructor I**

Dept./Office: **Dept. of Agricultural Education and Extension** 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

Reason if Resignation : **N/A**

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

DEPT./OFFICE	SIGNATURE/DATE	DEPT./OFFICE	SIGNATURE/DATE
1. Home Dept. Office	 Antonia Cecilia Y. Sandoval	17. University Librarian	 Andreli D. Pardales
2. Dean, College of Agriculture	 Victor B. Asio	18. University Physician	 ELWIN JAY V. TULIN
3. Dean, College of Arts and Sciences	 Candelario L. Calibo	19. University Registrar	 Elezer L. Velasco
4. Dean, College of Education	 Alel A. Villocino	20. Head, Accounting Office	 Erlinda S. Esguerra
5. Dean, College of Mgt. and Economics	 Antonio P. Abamo	21. Head, Cash Division	 Corazon U. Nuevo
6. Dean, College of Engineering	 Roberto C. Guarate	22. OIC Records Office	 Asteria A. Sevilla
7. Dean, College of Forestry and Natural Resources / CFES	 Dennis P. Peque	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	 Anabella B. Tulin	25. OIC, Director, GSD	 Mario Lillo P. Valenzona
10. Dean of Students	 Manolo B. Loreto, Jr.	26. Director, Administration & Human Resource Dev't	 Lourdes B. Cano
11. Director, Institute of Human Kinetics	 MS. MARY JEAN M. SANDOVAL	27. OIC, Director, Finance	 Louella C. Ampac
12. Director, ecoFARMI	 Romel B. Armezin	28. Vice-President for Research & Extension	 Othello B. Capuno
13. Director, NARC	 Feliciano G. Sinon	29. Vice-President for Instruction	 Beatriz S. Belonias
14. Director, NCRC	 Maria Juliet C. Ceniza	30. Vice-President for Admin. & Finance	 Remberto A. Patindol
15. Director, PhilRootcrops	 Erlinda A. Vasquez	31. Vice-President for Planning, Resource Generation and External Affairs	 Dilberto O. Ferraren
16. VFA/AdPA	 ERNESTO BULATAO		
		APPROVED:	 Edgardo E. Tulin President