

LEYTE STATE UNIVERSITY
Visca, Baybay, Leyte

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CLEARANCE FOR FACULTY/STAFF

Name: DR. ROBERTO C. GUARTE
Dept./Office: NCRC-V

Position: Professor/NCRC-V Director
Last day of Service in LSU:

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 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 Sabatical
Effective Date: _____ Until further notice faculty/employee's address: _____
Reason if resignation: _____

OFFICE	SIGNATURE/DATE	OFFICE	SIGNATURE/DATE
1. Home Dept/Office	<u>ROBERTO C. GUARTE</u>	16. Director, Philrootcrops	<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, TMSC	<u>W. T. ALESNA</u>
4. Dean, Coll. of Educ.	<u>D. L. ALCOBER</u>	19. University Librarian	<u>R. B. NAPIERE</u>
5. Dean, Coll of Eng'g & Agri-Industries	<u>G. J. GALINATO</u>	20. University Physician	<u>L. P. BERTULFO</u>
6. Dean, Coll. of Forestry	<u>E. O. MANGAOANG</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>E. S. ESCOBAR</u>
8. Dean, Grad School	<u>MISAEEL T. DEPUTADO</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. QUIÑANOLA</u>
10. Director, Institute of Human Kinetics	<u>R. R. RUSSEL</u>	25. Head, PPO	<u>N. M. ISRAEL</u>
11. Director, Accre. & Eval.	<u>EDGARDO E. TULIN</u>	26. Head, Property Office	<u>J. B. ISRAEL</u>
12. Director, CIMD	<u>E. E. TULIN</u>	27. Director, Administration	<u>L. B. CANO</u>
13. Director, FARM I	<u>E. A. BALBARINO</u>	28. Director, Finance	<u>N. V. CALA</u>
14. Director, NARC	<u>L. R. GONZAL</u>	29. VP, Academic Affairs	<u>M.K. PALOMAR</u>
15. Director, NCRC	<u>SIMEON P. SEDROME</u>	30. VP, Adm. & Finance	<u>J.M. ALKUINO, JR.</u>
Records Div.		31. VP, Research & Ext.	<u>J. L. BACUSMO</u>
		APPROVED:	<u>PACIENCIA P. MILAN</u> President