

VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte

CLEARANCE FOR FACULTY/STAFF

Name MANOLO B. LORETO, JR.
Dept. or Office DAAEM

Position Asst. Professor
First Day of Service in VisCA _____

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 six copies.

This clearance should be duly accomplished before receiving the last salary or any money due the faculty/employee from the college. After completion of this clearance return all copies to the Personnel Office.

The above-named faculty-employee is cleared of money, property and other responsibilities from VisCA, Baybay, Leyte as indicated below:

Purpose: ☐ Resignation ☐ Retirement ☐ Transfer ☒ Study Leave ☐ Others _____

Effective Date: June 1992

Until further notice faculty/employee's address: _____

Reasons if resignation: _____

DEPT/OFFICE	SIGNATURE/DATE	DEPT/OFFICE	SIGNATURE/DATE
1. Home Dept/Office Head	<i>[Signature]</i> J. GALINATO JR.	20. Director, PROREC	<i>[Signature]</i> J. BAQUISO
2. Director of Instruction	<i>[Signature]</i> P. F. MILAN	21. Director, CSR/EDPC	<i>[Signature]</i> S. DAGAY
3. Director of Res. & Extn.	<i>[Signature]</i> E. R. PONCE	22. Director, RCRC	<i>[Signature]</i> N. P. PASCUAL
4. Director of Graduate School	<i>[Signature]</i> M. K. PALOMAR	23. Director, NARC	<i>[Signature]</i> L. R. GONZAL
5. Head, Agron. & Soil Sci.	<i>[Signature]</i> A. ALMENDRAS	24. Coordinator, FARM	<i>[Signature]</i> TUNG L. L.
6. Head, An. Sci. & Vet. Med.	<i>[Signature]</i> O. R. POSAS	25. Chief Librarian	<i>[Signature]</i> I. K. MIRANDA
7. Head, Ag. Chem. & Food Sci.	<i>[Signature]</i> C. CALIBO	26. College Registrar	<i>[Signature]</i> L. M. MATISCAL
8. Head, Ag. Eng'g. & App. Math.	<i>[Signature]</i> G. J. GALINATO JR.	27. College Physician	<i>[Signature]</i> I. P. BERTULFO
9. Head, Horticulture	<i>[Signature]</i> C. CARCILLAS	28. Director, GSO	<i>[Signature]</i> M. C. ESCALANTE
10. Head, Dev. Com.	<i>[Signature]</i> W. E. ALESNA	29. Chief, ESDMU	<i>[Signature]</i> I. S. LABRA
11. Head, Plant Protection	<i>[Signature]</i> E. GAPASIN	30. Chief, SPMD	<i>[Signature]</i> A. C. ARRADAZA
12. Head, Ag. Educ. & Extn.	<i>[Signature]</i> T. A. FLORES	31. Chief, Acctg. Office	<i>[Signature]</i> ROSARIO L. PAUL
13. Head, Ag. Econ. & Agrib.	<i>[Signature]</i> J. ALBUINO	32. Chief, Cash Office	<i>[Signature]</i> A. C. FERNANDEZ
14. Head, Flt. Bldg. & Ag. Bot.	<i>[Signature]</i> O. E. CAPUNO	33. Chief, Personnel Office	<i>[Signature]</i> T. L. QUINANOLA
15. Head, Home Science	<i>[Signature]</i> L. B. PONCE	34. Director, CSA	<i>[Signature]</i> P. M. GONZALEZ
16. Head, Forestry	<i>[Signature]</i> J. QUIMIO	35. Admin. Officer	<i>[Signature]</i> W. C. VALANZONA
17. Head, Arts & Letters	<i>[Signature]</i> S. SEROY	36. Vice President	<i>[Signature]</i> S. S. GO
18. Head, Physical Education	<i>[Signature]</i> E. C. ZARRA	37. APPROVED: PRESIDENT	<i>[Signature]</i> M. R. VILLANUEVA
19. Principal, ERMS	<i>[Signature]</i> J. R. ROSILLO	38. ATTESTED: Auditor	<i>[Signature]</i> S. L. PARIL