



VISAYAS STATE UNIVERSITY
Visca, Baybay City, Leyte

CLEARANCE FOR FACULTY/STAFF

Name : ENGR. JAKE ERNEST P. BINUEZA

Dept./Office: DEPT. OF MECHANICAL ENGINEERING

Position : INSTRUCTOR I

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 : AUGUST 1, 2019

Reason if Resignation : _____

Until further notice faculty/staff's address and Mobile No.: ORMOC CITY/ 09994080889

DEPT./OFFICE	SIGNATURE/DATE	DEPT./OFFICE	SIGNATURE/DATE
1. Home Dept. Office	 Jundy R. Castil 7/19/19	17. University Librarian	 Andreli D. Pardales 7/29/19
2. Dean, College of Agriculture	 Victor B. Asio 7/25	18. OIC, VSU Health Services	 Dr. Elwin Jay U. Yu 7/24/19
3. Dean, College of Arts and Sciences	 Candelario L. Calibo	19. University Registrar	 Ma. Epifania G. Tudtud 7/20/19
4. Dean, College of Education	 Meli A. Villamor	20. Head, Accounting Office	 Erlinda S. Esguerra 7/26/19
5. Dean, College of Mgt. and Economics	 ANALITA A. SALABAO	21. Head, Cash Division	 Corazon U. Nuevo 7/26/19
6. Dean, College of Engineering	 Roberto C. Guarate 7/19/19	22. OIC, Records Office	 Asteria A. Sevilla 7/26/19
7. Dean, College of Forestry and Natural Resources	 Dennis P. Peque	23. Head, PRPEO	 Lourdes B. Cano 7/20/19
8. Dean, College of Veterinary Medicine	 Eugene B. Lañada	24. Head, SPPMO	 Alicia M. Flores
9. Dean, Graduate School	 Anabella B. Tulin 7/25/19	25. Director, GSD	 Mario Lilio P. Valenzona
10. Dean of Students	 Manolo B. Loreto, Jr.	26. Director, Administration & Human Resource Dev't	 Lourdes B. Cano 7/20/19
11. Director, Institute of Human Kinetics	 CHARIS B. LIMBO	27. OIC, Director, Finance	 Louella C. Ampac 7/24/19
12. Director, ecoFARMI	 Romel B. Armecin	28. Vice-President for Research & Extension	 Othello B. Capunoy 7/20/19
13. Director, NARC	 Feliciano G. Sinon	29. Vice-President for Instruction	 Beatriz S. Belonias 7/20/19
14. Director, NCRC	 Maria Juliet C. Ceniza 7/28/19	30. Vice-President for Admin. & Finance	 Remberto A. Patindol 7/21/19
15. Director, PhilRootcrops	 Erlinda A. Vasquez	31. Vice-President for Planning, Resource Generation and External Affairs	 DILBERTO O. FERRAREN
16. VFA/AdPA	 Edgardo E. Tulin		

APPROVED:

Edgardo E. Tulin
President

8/18/19