

OP# 5255 6/20
VISAYAS STATE UNIVERSITY
Visca, Baybay, Leyte



CLEARANCE FOR FACULTY/STAFF

Name : LYNETTE C. CIMA FRANCA
Dept. /Office : DFST

Position : Instructor I
Last day of Service in VSU : _____

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 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 VSU, Visca, Baybay, Leyte as indicated below:

Purpose: [] Resignation [] Retirement [] Transfer [x] Study Leave [] Others

Effective Date: JUNE 1, 13 Until further notice faculty/employee's address: _____
Reason if resignation: _____

OFFICE	SIGNATURE/DATE	OFFICE	SIGNATURE/DATE
1. Home Dept/Office :	<u>LORINA A. GALVEZ</u>	32. University Librarian	<u>ANDREI D. PARDALES</u>
2. Dean, Coll. of Agric. & Food Sci.	<u>V. B. ASIO</u>	33. University Physician	<u>E. J. V. YU</u>
3. Dean, Coll. of Arts & Sci.	<u>R. A. PATINDOL</u>	34. University Registrar	<u>E. J. VELASCO</u>
4. Dean, Coll. of Educ.	<u>D. L. ALCOBER</u>	35. Head, Acctg. Office	<u>E. S. ESGUERRA</u>
5. Dean, Coll. of Mgt. & Economics	<u>A. P. ABAMO</u>	36. Head, Cash Office	<u>CORAZON U. NUEVO</u>
6. Dean, Coll. of Eng'g	<u>R. C. GUARTE</u>	37. Head, Records Div.	<u>S. P. SEDROME</u>
7. Dean, Coll. of Forestry & NR	<u>R. S. COME</u>	38. Head, PRPEO	<u>T. L. QUINANOLA</u>
8. Dean, Coll. of Vet. Med.	<u>E. B. LANADA</u>	39. Head, PPO	<u>N. M. ISRAEL</u>
9. Dean, Grad. School	<u>B. P. BELONIAS</u>	40. Head, Property Office	<u>V. P. BONTUAN</u>
10. Dean of Students	<u>M. B. LORETO, JR.</u>	41. Director, ODAHRD	<u>L. B. CANO</u>
11. Director, Inst. of Human Kinetics	<u>V. B. ANTIPASO</u>	42. Director, Finance	<u>R. C. LEMOS</u>
12. Director, FARM I	<u>P. R. GARCIA</u>	43. VP, Research & Ext.	<u>O. B. CAPUNO</u>
13. Director, NARC	<u>R. M. GAPASIN</u>	44. VP, Instruction	<u>O. B. POSAS</u>
14. Director, NCRC	<u>J. C. CENIZA</u>	45. VP, Adm & Finance	<u>R. C. GUARTE</u>
15. Director, PhilRootcrops	<u>MA. QUEVEDO</u>	46. VP, Planning & Resource Generation	<u>E. E. TULIN</u>
16. VFA/AdPA	<u>LUZ O. MORENO</u>		

APPROVED:

JOSE L. BACUSMO
President