



RECEIVED
147
30 JUN 2020

CLEARANCE
(for Faculty and Staff)

Name: HUMBERTO R. MONTES JR.

Position: _____

Dept./Office: DBS

Last Day in 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: Sabbatical Leave

Effective Date: January 1 - Dec. 31, 2020

Reason if Resignation: _____

Until further Faculty/Staff's Address and Mobile No.: Apt. 11, VSH, Baybay City; 09284876611

DEPT./OFFICE

SIGNATURE/DATE

DEPT./OFFICE

SIGNATURE/DATE

1. Home Department/Office

17. University Librarian

2. Dean, College of Agriculture and Food Sciences

18. Head, VSU Health Services

3. Dean, College of Arts and Sciences

19. University Registrar

4. Dean, College of Education

20. Head, Accounting Office

5. Dean, College of Mgt. and Economics

21. Head, Cash Division

6. Dean, College of Engineering

22. Head, Records Office

7. Dean, College and Forestry and Natural Resources

23. Head, PRPEO

8. Dean, College of Veterinary Medicine

24. Head, SPPMO

9. Dean, Graduate School

25. Director, GSD

10. Dean of Students

26. Director, Administration & Human Resource Development

11. Director, Institute of Human Kinetics

27. Director, Finance

12. Director ecoFARM

28. Vice-President for Research and Extension

13. Director, NARC

29. Vice President for Instruction

14. Director, NCRC

30. Vice-President for Administration and Finance

15. Director, PhilRootcrops

31. Vice-President for Planning, Resource Generation and External Affairs

16. VFA/AdPA

APPROVED:

EDGARDO E. TALING
PRESIDENT