



VISAYAS STATE UNIVERSITY
Visca, Baybay, Leyte

CLEARANCE FOR FACULTY/STAFF

Name : JACOB GLENN F. JANSALIN
Dept. /Office : DoPAC

Position : Associate Professor
Last day of Service in VSU : October 31, 2015

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 LSU, Visca, Baybay, Leyte as indicated below:

Purpose: ☐ Resignation ☐ Retirement ☐ Transfer ☐ Study Leave ☒ Others **Sabbatical leave**

Effective Date: November 02, 2015

Until further notice faculty/employee's address: _____

Reason if resignation: _____

OFFICE	SIGNATURE/DATE	OFFICE	SIGNATURE/DATE
1. Home Dept/Office	J.G.F. JANSALIN	17. University Librarian	A. D. PARDALES
2. Dean, Coll. of Agric.	A.C. SARDUVAL	18. University Physician	E. J. V. YU
3. Dean, Coll. of Arts & Sci.	C. L. CALIBO	19. University Registrar	E. L. VELASCO
4. Dean, Coll. of Educ.	L.J. CUADRA	20. Head, Acctg. Office	E. S. ESGUERRA
5. Dean, Coll. of Mgt. & Economics	A. B. ABAMO	21. Head, Cash Office	C. U. NUEVO
6. Dean, Coll. Of Eng'g.	R. C. GUARTE	22. Head, Records Div.	A. SEVILLA
7. Dean, Coll. of Forestry & NR	D. P. PEQUE	23. Head, PRPEO	T. L. QUINANOLA
8. Dean, Coll. of Vet. Med.	E. B. LANADA	24. Head, PPO	M. L. VALENZONA
9. Dean, Grad. School	B. S. BELONIAS	25. Head, Property Office	ALICIA FLORES
10. Dean of Students	M. B. LORETO, JR.	26. Director, OAHRD	L. B. CANO
11. Director, Inst. of Human Kinetics	A. A. VILLOCIÑO	27. Director, Finance	L. AMPAC
12. Director, FARM	R. ARMECIN	28. VP Research & Ext.	O. B. CAPUNO
13. Director, NARC	R. M. GAPASIN	29. VP, for Instruction	B. S. BELONIAS
14. Director, NCRC	M. J. CENIZA	30. VP, Adm & Finance	R. C. GUARTE
15. Director, PhilRootcrops	M. A. QUEVEDO	31. VP, Planning & Resource Generation	V. B. ASIO
16. VFA/AdPA	MORENO		

APPROVED:

EDGARDO E. TULIN
President