



August 15, 2022

**Dr. Beatriz S. Belonias**  
Vice President for Academic Affairs  
Visayas State University  
Visca, Baybay City, Leyte

Dear Dr. Belonias:

Please be informed that I am authorizing **Dr. Maria Hazel I. Bellezas**, department head and a regular faculty member of the department, to take charge my class records and to accommodate queries of my students regarding completion of grades and other academic concerns. This is in view of my teacher's leave on July 2-August 29 and study leave effective this 1<sup>st</sup> semester SY 2022-2023.

Rest assured that the physical copies of students' basic academic records of all the subjects I handled have been turned-over and received by Dr. Bellezas.

Very truly yours,

**BABYLYN C. LAMBERT**  
Instructor

Certified received the documents as stated:

**MARIA HAZEL I. BELLEZAS**  
Faculty & Head, DoEcon

Recommending Approval:

**MOISES NEIL V. SERIÑO**  
Dean, CME

APPROVED:

**BEATRIZ S. BELONIAS**  
Vice President for Academic Affairs

cc: Office of the University Registrar

**Vision:**  
**Mission:**

A globally competitive university for science, technology, and environmental conservation.  
Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.