



January 28, 2022

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

Dear Dr. Belonias:

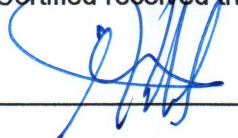
Please be informed that I am authorizing MS. GERNAH MAY SANTIANES, a regular faculty member of the department, to take charge of my class records and accommodate queries of my students regarding completion of grades and other academic concerns. This is in view of *(reasons: my contract as part-time instructor ended / my appointment as substitute instructor will terminate / others specify _____)* effective January 28, 2022.

Rest assured that the physical copies of students' basic academic records of all the subjects I handled have been turned-over to Ms. Santianes.

Very truly yours:


REALITY MAE S. TABERNERO

Certified received the documents as stated:



Recommending Approval:

JETT C. QUEBEC
Department Head

MA. THERESA P. LORETO
College Dean

APPROVED:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs

cc: Office of the University Registrar