



January 31, 2022

DR. BEATRIZ S. BELONIAS

VP for Academic Affairs

Visayas State University

VISCA, Baybay City, Leyte

Dear Dr. Belonias,

Please be informed that I am authorizing Dr. Analyn M. Mazo (for General Biology II), Prof. Senona A. Cesar (for Science, Technology and Society 11b), Prof. Berna Lou A. Regis for Microbiology and Parasitology), and Dr. Darius Noel Miñoza (for Genetics) who are regular faculty and subject coordinators in the same office to settle and issue grades for those students who got incomplete and/or deferred grades in my subjects. All of my class records have been received by Dr. Mazo, Prof. Cesar, Prof. Regis, and Dr. Miñoza., 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 *(reasons: **my contract as part-time instructor that has ended** / my appointment as substitute instructor will terminate / others specify effective January 28, 2022.*

Thank you very much.

Sincerely yours,

MA. CHRISTINE E. IBAY
DBS Part-Time Instructor

Conforme:

ANALYN M. MAZO
Head, DBS
SENONA A. CESAR
Assoc. Prof.
BERNA LOU A. REGIS
Asst. Prof. I
DARIUS NOEL MIÑOZA
Instructor I

Noted by:

ANALYM M. MAZO
DBS Head