



June 30, 2022

**Dr. Beatriz S. Belonias**

Vice President for Academic Affairs  
Visayas State University  
Visca, Baybay City, Leyte

Dear **Dr. Belonias**:

Good day!

Please be informed that I am authorizing Ms. Vivian P. Lina, a regular faculty member of the Advanced Research and Innovation Center, to take charge of my class records and to accommodate queries of my students regarding completion of grades and other academic concerns. This is in view of my study leave effective September 1, 2022.

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

Very truly yours:

**CHINELO M. CARDANO**

Instructor, ARI Center

Certified received the documents as stated:

**VIVIAN P. LINA**

Instructor, DoPAC

Recommending Approval:

**ELIZABETH S. QUEVEDO**

Head, DoPAC

**MA. THERESA P. LORETO**

Dean, CAS

Approved:

**BEATRIZ S. BELONIAS**

Vice President for Academic Affairs

cc: Office of the University Registrar