



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 Prof. Senona A. Cesar who is the ScTS 11b – Science, Technology, and Society subject coordinator 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 Prof. Cesar, 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 (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,


JEFFRY A. JEVE

DBS Part-Time Instructor

Conforme:


SENONA A. CESAR

Assoc. Prof.

Noted by:


ANALYM M. MAZO

DBS Head

Recommending Approval:

MA. THERESA P. LORETO

CAS Dean

Approved by:

BEATRIZ S. BELONIAS

VP for Academic Affairs