



January 31, 2022

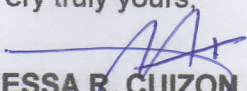
Dr. Beatriz S. Belonias
Vice President for Academic Affairs
Visayas State University
Visca, Baybay City, Leyte

Dear Dr. Belonias:


Please be informed that I am authorizing **Mr. Karl John A. Galvez**, 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 contract as part time instructor that has ended Dec. 24, 2021 and was later extended from January 10-28, 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 Mr. Galvez.

Very truly yours,

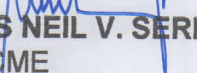

JESSA R. CUIZON
Part Time Instructor

Certified received the documents as stated:


KARL JOHN A. GALVEZ
Faculty

Recommending Approval:


MARIA HAZEL I. BELLEZAS
Head, DoEcon


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.

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