



April 19, 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 **Ms. Gracielle Dawn L. Gamotin**, 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 Instructor I (Part-time) that has ended effective December 17, 2021.

Rest assured that the physical copies of student's of basic academic records of all the subjects I handled have been turn over and received by Ms. Gamotin.

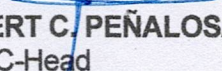
Very truly yours,

  
**GRACE L. MOLLEÑO**  
Instructor

Certified received the documents as stated:

  
**GRACIELLE DAWN L. GAMOTIN**

Recommending Approval

  
**BERT C. PEÑALOSA**  
OIC-Head

**MOISES NEIL V. SERIÑO**  
CME, Dean

Approved:

**BEATRIZ S. BELONIAS**  
VP for Academic Affairs