



## DEPARTMENT OF BUSINESS AND MANAGEMENT

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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 MOLLENO 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



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.