



February 2 , 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. Dennis Joel L. Cerna, a regular faculty member of the Institute of Human Kinetics, to take charge the basic academic 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 instructors ended effective January 28, 2022

Rest assured that the physical copies of students' basic academic records of all the subject I handled have been turned-over to Mr. Cerna.

Very truly yours,


RUBIE JANE M. BATIS

Part-Time Instructor, IHK

Certified received the documents as stated:


DENNIS JOEL L. CERNA

Instructor, IHK

Recommending Approval


CHARIS B. LIMBO

Director, IHK


BAYRON S. BARREDO

Dean, College of Education

Approved:

BEATRIZ S. BELONIAS

Vice-President for Academic Affairs

cc: Office of the University Registrar