



February 07, 2022

**DR. BEATRIZ S. BELONIAS**

Vice President for Academic Affairs

Visayas State University

Visca, Baybay City, Leyte

**Thru: Ms. MARWEN A. CASTAÑEDA**

University Registrar

Office of the University Registrar

Visayas State University

Dear Ma'am:

Good day!

I am reaching out to you in writing to inform you that I have successfully complied with the grade requirements of the students under my instruction for the following subjects: **Chem 132.2, Chem 132.3, Chem 2.1, and ESci115b**. In line with this, I would like to inform you that some students, although they have submitted some of their outputs, have failed to comply with all the course requirements and thus have been given a deferred remark. This remark has been given after the students were informed of their lacking requirements but they failed to comply due to the time constraints, poor internet connectivity, and other personal matters.

I wish to express my intent in turning over the responsibility of handling the submissions of the students given a deferred mark who were under my instruction to my conforme, **Ms Jailenn Jannaraine S. Puray**, an Instructor I in the Department of Pure and Applied Chemistry, whose name and signature appears below.

I am hoping for your consideration regarding this matter. Thank you and more power!

Very truly yours,

  
**GIRLINA P. GOGO**  
Part-time Instructor, DoPAC

Conforme:

  
**JAILENN JANNARAIN S. PURAY**  
Instructor, DoPAC