



VISAYAS
STATE UNIVERSITY



DEPARTMENT OF
AGRONOMY

July 7, 2023

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

Dear Dr. Belonias:

I am writing this letter to authorize Ms. Mariedith I. Bagarinao, a regular faculty member of the department, to take charge of the basic academic records and to accommodate queries of my students regarding the completion of grades and other academic concerns. This is in view of my contract as a part-time instructor ended effective June 30, 2023.

Rest assured that necessary documents, such as physical copies of students' basic academic records of all the subjects I handled, have been turned over to Ms. Mariedith I. Bagarinao.

Very truly yours:


JAY BERNARD T. CUTAMORA

Certified received the documents as stated:


MARIEDITH I. BAGARINAO
Asst. Professor II

Recommending approval:


DIONESIO M. BAÑOC
DA, Department Head

VICTOR B. ASIO
CAFS, Dean

Approved:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs

cc: Office of the University Registrar

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