



31 January 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 **Dr. Annie Parnis**, a regular faculty member of the department, to take charge of my Purposive Communication and Art Appreciation class records, and accommodate queries of my students regarding completion of grades and other academic concerns. This is in view of the expiration of my contract as part-time instructor, effective on January 28, 2022.

Rest assured that the physical copies of students' basic academic records of all the subjects I handled have been turned-over to Dr. Annie Parnis.

Very truly yours:

EUGINN A. BULETIN

Certified received the documents as stated:

ANNIE PARNIS

Recommending Approval:

JETT C. QUEBEC
Department Head

MA. THERESA P. LORETO
College Dean

APPROVED:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs

*cc: Office of the University Registrar
Dept. File*