



January 28, 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. Aldrin R. Palermo, regular faculty member of the department, to take charge of my class records and accommodate queries of my students regarding completion of grades and other academic concerns. This is in view of my contract as part-time instructor ended effective 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 Aldrin R. Palermo.

Very truly yours:

JETRO L. MACAYAN

Certified received the documents as stated:

ALDRIN R. PALERMO

Instructor I

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