



**VISAYAS**  
STATE UNIVERSITY

DEPARTMENT OF  
**ECONOMICS**

September 23, 2024

**DR. ROTACIO S. GRAVOSO**

Vice President for Academic Affairs  
Visayas State University

**Dear Dr. Gravoso:**

Good day!


This is to humbly inform your good office that I will be on study leave starting on August 1, 2024. In this connection, I am authorizing **Asst. Prof. Babylyn C. Lambert**, a regular faculty member of the department, to take charge of my academic records and to accommodate queries of my students regarding the completion of grades and other academic concerns.

Rest assured that the physical copies of students' academic records for all the subjects I have handled have been turned over to her.

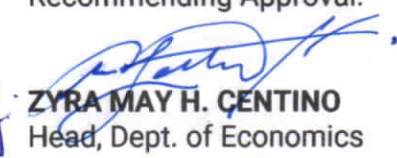
Respectfully yours,

  
**IAN DAVE B. CUSTODIO**

Certified received the documents as stated:

  
**BABYLYN C. LAMBERT**  
Asst. Prof. III

Recommending Approval:

  
**ZYRA MAY H. CENTINO**  
Head, Dept. of Economics

**LILIAN B. NUNEZ**  
Dean, CME

Approved:

**ROTACIO S. GRAVOSO**

Vice President for Academic Affairs

*Cc: Office of the University Registrar*



**DEPARTMENT OF ECONOMICS**  
Visayas State University, Baybay City, Leyte  
Email: [doe@vsu.edu.ph](mailto:doe@vsu.edu.ph)  
Website: [www.vsu.edu.ph](http://www.vsu.edu.ph)  
Phone: +63 53 565 0600 Local 1024



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V3 06-06-2024  
No. DOE-2024-