



**VISAYAS**  
STATE UNIVERSITY



DEPARTMENT OF ECONOMICS  
College of Management and Economics  
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November 29, 2022

**MS. MERIAM M. DE LA TORRE**  
OI, RSPPREO  
Visayas State University  
Visca, Baybay City

**Dear Ms. De la Torre:**

This is in relation to the letter from the Office of the Chief Legal Officer dated October 13, 2022 the list of faculties who have not submitted or late submission of grades for 2<sup>nd</sup> Semester 2021-2022 (see attached).

Relative to this, I would like to authorize the Payroll Section to deduct whatever amount due from me.

Thank you very much.

Very truly yours,

**KARL JOHN A. GALVEZ**  
Instructor

Approved:

**MIRIAM M. DE LA TORRE**  
OIC, RSPPREO