



VISAYAS
STATE UNIVERSITY

DEPARTMENT OF
ECONOMICS

July 4, 2025

DR. ROTACIO S. GRAVOSO

Vice President for Academic Affairs
Visayas State University
Visca, Baybay City, Leyte

Dear Dr. Gravoso:

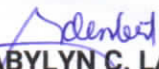
This is to inform your office that I have already submitted my final grades of all the subjects handled last 2nd Sem. SY 2024-2025. In this regard, I am authorizing **Ms. Babylyn C. Lambert**, a regular faculty member of the department to take charge of the basic academic records and to accommodate queries of my students regarding the completion of grades and other academic concerns. This is in view of the terminal of my contract.

Rest assured that the physical copies of students' basic academic records of all the subjects I handled have been turned over and received by Ms. Babylyn C. Lambert.

Very truly yours,


KARL JOHN A. GALVEZ
Part Time Instructor

Certified received the documents as stated:


BABYLYN C. LAMBERT
Asst. Professor III

Recommending Approval:


LEMUEL S. PRECIADOS
Head, Department of Economics


MARK C. RATILLA
Dean, FME

Approved:

ROTACIO S. GRAVOSO

Vice President for Academic Affairs

cc: Office of the University Registrar



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