



February 11, 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. Mervin June B. Gasatan**, an Instructor I in the Department of Pure and Applied Chemistry, to take charge of my class records and to accommodate queries of my students regarding completion of grades and other academic concerns. This is in view of my contract that has ended effective January 31, 2022.

Rest assured that the physical copies of students' basic academic records of all the subjects I handled have been turned-over and received by Mr. Mervin June B. Gasatan.

I am hoping for your consideration regarding this matter. Thank you and more power!

Very truly yours,


MARK RYAN R. TRIPOLE
Part-time Instructor, DoPAC

Certified received the documents as stated:


MERVIN JUNE B. GASATAN
Instructor, DoPAC

Recommending Approval:


ELIZABETH S. QUEVEDO
Head, DoPAC

MA. THERESA P. LORETO
Dean, CAS

Approved:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs

cc: Office of the University Registrar