



Date: January 10, 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. Rommel M. Garrido Jr., a regular faculty member of the Department of Plant Breeding and Genetics, to take charge of my class records and to accommodate queries of my students regarding completion of grades and other academic concerns. This in view of my retirement that will take effect on March 5, 2022.

Rest assured that the physical copies and electronic copies of students' basic academic records of all the subjects I handled have been turned-over and received by Mr. Rommel M. Garrido Jr.

Very truly yours,

  
**NESTOR L. PIDO**  
Professor

Certified received the documents as stated:

  
**ROMMEL M. GARRIDO JR.**  
Department Head, DPBG

Recommending Approval:

  
**VICTOR C. ASIO**  
College Dean, CAFS

Approved:

**BEATRIZ S. BELONIAS**  
Vice President for Academic Affairs

cc: Office of the University Registrar