

December 26, 2023

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 Wences Rey B. Dela Peña, a regular faculty member of the department, to take charge of my class records and to accommodate queries of my students regarding the completion of grades and other academic concerns. This is because my contract as Adjunct Professor has ended effective December 21, 2023.

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. Wences Rey B. Dela Peña.


Very truly yours:


RUTH O. ESCASINAS
Adjunct Professor, DA

Certified received the documents as stated:


WENCES REY B. DELA PEÑA
Faculty, DA

Recommending Approval:


DIONESIO M. BAÑOC
Department Head, DA

VICTOR B. ASIO
College Dean, CAFS

APPROVED:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs

cc: Office of the University Registrar

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