



February 11, 2022

DR. BEATRIZ S. BELONIAS

VP for Academic Affairs
Visayas State University
VISCA, Baybay City, Leyte

Dear Dr. Belonias,

Please be informed that I am authorizing Ma'am Honeylene V. Ongy (for Earth and Life Science), Ma'am FretzelJane O. Pogado (for General Zoology 21b), and Sir Ris Menoel Modina (for Fundamentals of Zoology 11b), who are regular faculty and subject coordinators in the same office to settle and issue grades for those students who got incomplete and/or deferred grades in my subjects. All of my class records have been received by Ma'am Ongy, Ma'am Pogado, and Prof. Modina, a regular faculty member of the department, to take charge 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 as part-time instructor that has ended effective January 28, 2022.

Thank you very much.

Sincerely yours,


AMPARO CHRISTINE A. MEJICA
DBS Part-Time Instructor

Conforme:


HONEYLENE V. ONGY
Instructor


FRETZELJANE O. POGADO
Instructor I


RIS MENOEL MODINA
Instructor III

Noted by:

ANALYM M. MAZO
DBS Head

Recommending Approval:

MA. THERESA P. LORETO
CAS Dean

Approved by:

BEATRIZ S. BELONIAS
VP for Academic Affairs