



**VISAYAS**  
STATE UNIVERSITY



DEPARTMENT OF  
**AGRONOMY**

January 7, 2025

**Dr. Rotacio S. Gravoso**  
Vice President for Academic Affairs  
Visayas State University  
Visca, Baybay City, Leyte

Dear Dr. Gravoso:

Please be informed that I authorize Mrs. Mary Ann L. Maskariño, 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 my contract as a part-time instructor ended effective December 13, 2024.

Rest assured that the physical copies of students' basic academic records of all the subjects I handled have been turned over to Mrs. Mary Ann L. Maskariño.

Very truly yours:

  
**SHIELA MAE T. SARCO**

Certified received the documents as stated:

  
**MARY ANN L. MASKARIÑO**

Recommending approval:

  
**LUZ G. ASIO**  
DA, Department Head

**SUZETTE B. LINA**  
CAFS, Dean

Approved:

**ROTACIO S. GRAVOSO**  
Vice President for Academic Affairs

cc: Office of the University Registrar

**DEPARTMENT OF AGRONOMY**  
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