



January 28, 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. Aldrin R. Palermo, regular faculty member of the department, to take charge of my class records and accommodate queries of my students regarding completion of grades and other academic concerns. This is in view of my contract as part-time instructor ended effective January 28, 2022.

Rest assured that the physical copies of students' basic academic records of all the subjects I handled have been turned-over to Aldrin R. Palermo.

Very truly yours:

**GENOVIVA B. GONZALES**

Certified received the documents as stated:

**ALDRIN R. PALERMO**  
Instructor I

Recommending Approval:

**JETT C. QUEBEC**  
Department Head

**MA. THERESA P. LORETO**  
College Dean

APPROVED:

**BEATRIZ S. BELONIAS**  
Vice President for Academic Affairs  
*cc: Office of the University Registrar*