



July 4, 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 Ms. Maria Robelyn Aureo-Insik, a regular faculty member of the Department of Pure and Applied Chemistry, to take charge my class records and to accommodate queries of my students regarding the completion of grades and other academic concerns. This is in view of my teacher's leave effective July 2, 2022.

Rest assured that the copies of students' basic academic records of all the subjects I handled have been turned-over and received by Ms. Maria Robelyn Aureo-Insik.

Thank you very much.

Very truly yours,

**YHENA L. BANDIBAS**  
Instructor

Certified received the documents as stated:

**MARIA ROBELYN AUREO-INSIK**  
Instructor

Recommending Approval:

**ELIZABETH S. QUEVEDO**  
Head, DoPAC

**MA. THERESA P. LORETO**  
Dean, CAS

APPROVED:

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