



VISAYAS
STATE UNIVERSITY



**DEPARTMENT OF
AGRONOMY**

December 27, 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 authorize Mrs. Mariedith I. Bagarinao, 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 20, 2023.

Rest assured that the physical copies of students' basic academic records of all the subjects I handled have been turned over to Mrs. Mariedith I. Bagarinao.

Truly yours:

JOANNAH O. QUILARIO

Certified received the documents as stated:

MARIEDITH I. BAGARINAO

Recommending approval:

DIONESIO M. BAÑOC
DA, Department Head

VICTOR B. ASIO
CAFS, Dean

Approved:

BEATRIZ S. BELONIAS

Vice President for Academic Affairs

cc: Office of the University Registrar

DEPARTMENT OF AGRONOMY

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